San Bernardino County Superintendent of Schools
Exhibit 4020

DRUG AND ALCOHOL-FREE WORK PLACE
NOTICE TO EMPLOYEES

YOU ARE HEREBY NOTIFIED that it is a violation of Office policy for any employee at a County school work place to unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any alcoholic beverage, drug or controlled substance as defined in the Controlled Substances Act and Code of Federal Regulations.

"County school work place" is defined as any place where county office work is performed, including a school building or other school premises; any school-owned or school-approved vehicle used to transport students to and from school or school activities; any off-school sites when accommodating a school- sponsored or school-approved activity or function, such as a field trip or athletic event, where students are under school jurisdiction; or during any period of time when an employee is supervising students on behalf of the County office or otherwise engaged in County school business.

As a condition of your continued employment with the Office, you will comply with the County Superintendent of Schools' policy on Drug and Alcohol-Free Work place and will, any time you are convicted of any criminal drug or alcohol statute violation occurring in the work place, notify your supervisor of this conviction no later than five days after such conviction.

Pursuant to California Education Code 44836 and 45123, the County Superintendent of Schools Office may not employ or retain in employment persons convicted of a controlled substance offense as defined in Education Code 44011. If any such conviction is reversed and the person acquitted in a new trial or the charges dismissed, his/her employment is no longer prohibited.

Pursuant to Education Code 45123, the Office may employ for classified service a person who has been convicted of a controlled substance offense only if it determines, from evidence presented, that the person has been rehabilitated for at least five years. The County Superintendent of Schools shall determine the type and manner of presentation of the evidence, and the County Superintendent of Schools' determination as to whether or not the person has been rehabilitated is final.

Pursuant to Education Code 44425, whenever the holder of any credential issued by the State Board of Education or the Commission for Teacher Preparation and Licensing has been convicted of a controlled substance offense as defined in Education Code 44011, the commission shall forthwith suspend the credential. Pursuant to Education Code 44065, the Office may not employ non-certificated persons in positions requiring a certificate. When the conviction becomes final or when imposition of sentence is suspended, the commission shall revoke the credential. (Education Code 44425)

Pursuant to Education Code 44940 and 45304, the Office must immediately place on compulsory leave of absence any employee charged with involvement in the sale, use or exchange to minors of controlled substances.

Pursuant to Education Code 44940 and 45304, the Office may immediately place on compulsory leave of absence any employee charged with certain controlled substance offenses.

Approved: September 15, 1994