

DRUG-FREE WORKPLACE POLICY

I. Statement of Policy

- A. The Waterville Central School District (the District) is committed to maintaining a drug free work environment and adopts this policy to ensure compliance with the *Drug Free Workplace Act of 1988*.
- B. Penalties for violations of this Policy shall be administered in a manner consistent with applicable statutes, collective bargaining agreements that relate to employee discipline and the District's Code of Conduct.
- C. The unlawful manufacture, distribution, dispensation, possession, or use of a "controlled substance" (any substance listed in any schedule of 21 U.S.C. Section 812) is prohibited on District property and at District-sponsored events. The use or possession of a prescribed medication in any manner other than as prescribed is also prohibited on District property and at District-sponsored events.

II. Drug-Free Awareness Program

- A. Each new employee shall be given a copy of this Policy.
- B. The Superintendent shall adopt a procedure that will ensure that each District employee is informed about:
 - 1. This Policy,
 - 2. The dangers of drug abuse in the workplace, and
 - 3. The penalties that may be imposed upon District employees for violations of this Policy.

III. Special Rules Relating to Employees Working under a Federal Grant

- A. The District will notify each employee working under a federal grant that as a condition of working under the grant, the employee will abide by the terms of this policy.
- B. When a District employee working under a federal grant is convicted of a violation of a criminal drug statute:
 - 1. The Employee must notify the District of the conviction no later than five days after the conviction; and

POLICY

GENERAL COMMITMENTS

6403

DRUG-FREE WORKPLACE POLICY

2. The Superintendent (or designee) will notify the federal agency providing the grant of the employee's conviction no later than ten days after it learns of the conviction; and
3. The District will initiate appropriate disciplinary action and/or will require the employee to participate in an appropriate rehabilitation program no later than 30 days after it learns of the conviction.

Waterville Central School District

Legal Ref: 41 USCA 8103, 20 USC 7104; 21 CFR 1308.11, 1308.15; 34 CFR 85

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