

The Board of Trustees of the Anaheim Union High School District, pursuant to the Drug-Free Workplace Act of 1988, shall assure the maintenance of a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Anaheim Union High School District and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing a drug-free awareness program to inform employees about:
 - a) The dangers of drug abuse in the workplace,
 - b) The Anaheim Union High School District policy of maintaining a drug-free workplace,
 - c) Available drug counseling, rehabilitation programs,
 - d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee be given a copy of the statement required by #1;
4. Notifying the employee in the statement required by #1 that, as a condition of employment under the grant, the employee will:
 - a) Abide by the terms of the statement,
 - b) Notify the Assistant Superintendent, Human Resources, of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction;
5. Notifying the appropriate federal agency within ten (10) days after receiving notice under #4(b) from an employee or otherwise receiving actual notice of such conviction;
6. Taking one of the following actions, within thirty (30) days of receiving notice under #4(b) with respect to any employee who is so convicted:
 - a) Taking appropriate personnel action against such an employee, up to and including termination, or

- b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of #1 through #6.

Board of Trustees
May 10, 1990
Revised: May, 1993
Revised: June 1998
Revised: August 1999
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HUMAN RESOURCES

TO: ALL EMPLOYEES
FROM: ASSISTANT SUPERINTENDENT, HUMAN RESOURCES
SUBJECT: POLICY ON DRUG-FREE WORKPLACE

Pursuant to the federal Drug-Free Workplace Act of 1988, the Board of Trustees has adopted a policy regarding the work-related effects of drug use and the unlawful possession of controlled substances on District premises. In keeping with this policy, it is important that you understand the following points:

Employees are expected and required to report to work on time and in appropriate mental and physical condition for work. It is the intent and obligation of the Anaheim Union High School District to provide a drug-free, healthful, safe and secure work environment.

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on District premises, or while conducting District business off District premises, is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences. The District acknowledges that all references to discipline, up to and including dismissal, are pursuant to all pertinent sections of the Education Code and any collective bargaining agreement.

The Anaheim Union High School District recognizes drug dependency as an illness and a major health problem. The District also recognizes drug abuse as a potential health, safety, and security problem. Employees needing help in dealing with such problems can be required to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency. Employees are encouraged to use the health insurance plans.

Employees must, as a condition of employment, abide by the terms of the above points and report to the Assistant Superintendent, Human Resources, any conviction under a criminal drug statute for violations occurring on or off District premises while conducting District business. A report of a conviction must be made in five (5) days after the conviction. Following receipt of such report, it is the responsibility of the District to notify the appropriate federal agency. (These requirements are mandated by the Drug-Free Workplace Act of 1988).

I acknowledged that I have received and read the policy on Drug-Free Workplace and will follow said requirements during my employment with the Anaheim Union High School District.

Signed _____ Date _____

Note: This acknowledgment will remain on file in the Human Resources Office as required by law.

Having read the above requirements, please sign and return the copy with the address label and keep the second copy for your records.