

DRUG-FREE WORKPLACE

The Eaton School District will maintain a drug-free workplace in accordance with the Drug-Free Workplace Act of 1988. This will be accomplished by:

- (A) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (B) Making it a requirement that each employee be given a copy of the statement required by paragraph (A);
- (C) Notifying the employee in the statement required by paragraph (A) that, as a condition of employment, the employee will –
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;
- (D) Notifying the agency within ten days after receiving notice under subparagraph (C-2) from an employee or otherwise receiving actual notice of such conviction;
- (E) Taking one of the following actions, within 30 days of receiving notice under subparagraph (C-2), with respect to any employee who is so convicted –
 - (1) Taking appropriate personnel action against such an employee, up to and including termination; or
 - (2) 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;
- (F) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (A), (B), (C), (D), (E), and (F).

Eaton School District

Notice to all Employees

Drug Free Workplace

The Eaton School Board has recently adopted a policy to maintain a drug free workplace in accordance with the Drug Free Workplace Act of 1988.

Therefore: All employees are hereby notified that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Eaton School District workplace. Be it also understood that as a condition of employment, the employee will:

- (1) Abide by the terms of the policy.
- (2) Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction

Violations of the above policy may result in the following disciplinary action:

- (1) Reprimand (verbal and/or written)
- (2) Suspension (with or without pay)
- (3) Required participation in a drug rehabilitation program at the employee's expense
- (4) Discharge

The above disciplinary action may be taken out of order depending upon the severity of the infraction.

Attached is the policy recently adopted. Additional information will be forthcoming as district and building-level procedures are developed. In the meantime, the above notification insures compliance with the Drug Free Workplace Act of 1988 – Sections C-2 (A-E)