

# ADMINISTRATIVE REGULATION

## Placentia-Yorba Linda Unified School District

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Personnel

4112.44/4212.44 - AR

### DRUG AND ALCOHOL FREE WORKPLACE

A. Purpose and Scope

It shall be the policy of the Placentia-Yorba Linda Unified School District to maintain a drug and alcohol free workplace for all school and district operations.

B. General

The responsibility of maintaining a drug free and alcohol free workplace rests with all employees. This responsibility includes refraining from the use of drugs and alcohol at all times on any school district property, including district vehicles; any off school sites where the supervision of district students is involved; or when on a school sponsored activity or function.

C. Forms

Drug and alcohol free workplace notice to employees.

D. Procedure

1. Publish and give to each employee a notification of the above prohibitions. The notification shall specify the actions that will be taken against employees who violate these prohibitions. The notification shall also state that as a condition of employment, the employee will abide by the terms of this policy and notify the employer, within five days, of any criminal drug or alcohol statute conviction which he/she receives for a violation occurring in the workplace.

For the purpose of this policy, "conviction" shall mean a finding of guilt, including a plea to nolo contendere, or imposition of sentence, or both, by any judicial body charged to determine violations of federal or state criminal drug or alcohol statutes.

2. Establish a drug and alcohol-free awareness program to inform employees about:

- a. The dangers of drug and alcohol abuse in the workplace.
- b. The district policy of maintaining drug and alcohol-free workplaces.
- c. Any available drug and alcohol counseling, rehabilitation and employee assistance programs, and
- d. The penalties that may be imposed on employees for drug and alcohol abuse violations.

3. Notify the appropriate federal granting or contracting agencies within ten days after receiving notification, from an employee or otherwise, of any conviction for a violation occurring in the workplace.

4. Initiate disciplinary action within 30 days after receiving notice of a conviction for a violation in the workplace from an employee or otherwise. Such action shall be consistent with state and federal law, the appropriate employment contract, the applicable collective agreement and district policy and practices.

5. Make a good faith effort to continue maintaining a drug and alcohol-free workplace through implementation of Board policy.

In taking disciplinary action, the Board shall require termination when termination is required by law. When termination is not required by law, the Board shall either take disciplinary action, up to and including termination, or shall require the employee to satisfactorily participate in and complete a drug assistance or rehabilitation program approved by a federal, state or local health, law enforcement or other appropriate agency. The Board's decision shall be made in accordance with relevant state and federal laws, employment contracts, collective bargaining agreements and district policies and practices.

E. Reports Required

None.

F. Records Retention

None.

G. Responsible Administrative Unit

Personnel Services

H. Approved by:

Kevin Lee  
Responsible Division Head

3/14/16  
Date

Doug Domene  
Superintendent

3/14/16  
Date