

HUMAN RESOURCES**DRUG-FREE WORKPLACE****I. Purpose**

To provide a Drug Free Workplace for all persons in the public schools of Ohio County.

To comply with the Drug Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D) federal statute enacted by Congress, P.L. 100-226, P.L. 101-116, Section 5-145 of the Drug Free Schools and Communities Act (P.L. 100-226), and West Virginia Code 18-2-5.

II. Coverage

All Ohio County Schools employees.

III. Prohibitions

- A. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol is prohibited at the workplace.
- B. Reporting for work under the influence of a controlled substance or alcohol is prohibited.
- C. The policy is applicable while employees are engaged in any work related activity which includes performance of agency business during regularly scheduled work days, meal breaks, and/or occasions having a connection with the job or the agency.

IV. Notice to Employees

As a condition of employment, every employee shall (1) abide by the terms of policy, compliance is mandatory; and, (2) notify his/her supervisor and the Director of Human Resources of any criminal drug or alcohol statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction; and, (3) sign the "Drug Free Workplace Verification Statement"; and abide by applicable Federal and State mandates regarding drug testing.

V. Sanctions

Any employee found in violation of this prohibition shall be subject to disciplinary action which may include police notification, suspension, and expulsion, up to and including dismissal, and shall be required to participate in a substance abuse intervention or substance rehabilitation program. Due process rights will be afforded all employees.

VI. Awareness

An awareness program for Ohio County School employees will be established. Recommended means of communication are newsletters, update of the system, and staff development. The program will inform employees about:

- A. Community counseling and rehabilitation services available, including but not limited to referrals through Family Resource Network, Northwood, Family Connections;
- B. The dangers of drug and alcohol abuse in the workplace;
- C. Ohio County Schools' policy regarding a drug free workplace;
- D. Consequences, including disciplinary sanctions of violation of policy.

VII. Implementation

Ohio County Schools will:

- A. Notify employees individually of the policy through notices accompanying a paycheck;
- B. Provide a copy of the policy and procedures as part of the award package on all federal grants received by Ohio County Schools;
- C. Provide a copy of the policy to each new employee at the time of initial employment processing;

- D. Impose sanctions as stated earlier within thirty (30) days of receiving notice of a criminal drug statute conviction in the workplace.

VIII. Review

As per Ohio County Schools' policy/regulation review procedure, this regulation will be reviewed and, if necessary, revised biannually or as needed.

REGULATION REVIEWED: June 9, 2014

REGULATION REVISED: July 11, 1994

REGULATION ADOPTED: June 26, 1989

OHIO COUNTY BOARD OF EDUCATION

OHIO COUNTY SCHOOLS

DRUG FREE WORKPLACE VERIFICATION STATEMENT

Name _____

Social Security # _____ Telephone # _____

Address _____

Date Employed by Ohio County Schools _____

I, _____, certify that I have received a copy of the Ohio County Schools Drug Free Workplace Policy and Regulations 4004 and 4004.01.

As an employee of Ohio County Schools, I agree to abide by the Drug-Free Workplace Policy and Regulations which states that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance and or alcohol is prohibited in the workplace. Additionally, no employee shall report for work while under the influence of alcohol and/or illegal drug.

The workplace shall be defined as a worksite where work is performed in connection with the employee's Ohio County School employment. The workplace shall include facilities, property, buildings, offices, structures, automobiles, trucks, trailers, other vehicles, and parking areas, whether owned or leased by the agency or entity.

The policy and regulations are applicable while employees are engaged in any work related activity which includes performance of agency business during regularly scheduled work days, meal breaks, and/or occasions having a connection with the job or the agency.

In addition, I understand that under federal law and as a condition of employment, if I am convicted of any violation of a criminal drug offense in the workplace, I must report this conviction to my supervisor and the appointing authority within five (5) days of the conviction.

Employee Signature _____