

Drug Free Workplace

All projects, departments, and programs in the District which receive Federal funds must guarantee that their workplaces are free of controlled substances; other than controlled substances which have been prescribed by a licensed physician, for an existing condition, for the specified individual who is in possession of same. A "controlled substance" includes drugs which are illegal because they have no legitimate medical purpose, and drugs which have legitimate medical uses but are highly addictive. To guarantee that not only Federally aided programs, but the entire District, is free of controlled substances, the following steps shall be taken:

1. All employees shall be put on notice that:
 - a. The manufacture, sale, distribution, possession, or use of any controlled substance is forbidden anywhere on District property or in any vehicle belonging to the District, unless the "controlled substance" is prescribed by a doctor for an individual which is necessary for the good health and well being of that individual.
 - b. If any employee is convicted of, or pleads guilty or nolo contendere to, a charge of manufacture, sale, distribution, possession, or use of a controlled substance, that employee must notify the District of the conviction or plea within five (5) calendar days after it is entered.
 - c. Any violation of sections 1(a) or (b) of this policy will result in discipline and/or required rehabilitation in an approved treatment facility.
 - d. Every employee shall have the opportunity to attend information sessions, which shall be strongly encouraged but not required. These sessions shall cover the dangers of controlled substances; the District's policies on controlled substances; sources of help for dealing with abuse of such drugs; and the penalties for violations of this policy.

2. The District shall:
 - a. Provide a written statement of this policy, the Drug-Free Workplace Act of 1988, and the penalties for violations of this policy to every employee in the District. Copies of these statements or notice of where copies can be consulted shall be provided at every orientation meeting, and at least once each year to continuing employees.
 - b. Provide notice to the grantor of any Federal funds to the District within ten (10) business days of receiving such notice, of any employee's conviction or guilty plea involving controlled substances.
 - c. Impose discipline, up to and including termination of employment, on any employee who violates this policy. The District may require rehabilitative treatment instead of or in addition to other discipline.

Legal Ref: Drug-Free Workplace Act (DFWA), 41 USC §§701-707
 Controlled Substances Act, 21 USC 812
 21 CFR §§1300.11-1300.15
 34 CFR Part 85
 Civil Service Law §75
 Education Law §3020-a

Approved: December 20, 1989