

All Personnel

DRUG AND ALCOHOL-FREE WORKPLACE

E 4020

Introduction

The federal government adopted various anti-drug regulations that require employers, including school districts, to take certain measures to ensure that the workplace is free of alcohol and other drugs. These regulations are included in the Drug-Free Workplace Act (41 USC 701-702) which took effect on March 18, 1989, and the Drug-Free Schools and Communities Acts Amendments which took effect on October 1, 1990.

The purpose of this memorandum is to provide notice to all District employees that it is the policy of the Pasadena Unified School District to maintain a workplace free of alcohol and other drugs and that all employees shall abide by this policy as a condition of employment, as stated in Board Policy 5670.

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In conformance with this policy, the following shall occur:

1. The district shall maintain an alcohol/drug awareness program to inform employees about:
 - a. The dangers of substance abuse including alcohol;
 - b. The district policy of maintaining a workplace free of alcohol and other drugs;
 - c. The availability of assistance from the Health Services Office;
 - d. The penalties that may be imposed upon employees for alcohol/drug use violations including being under the influence of alcohol.
2. Each employee shall notify the district of any criminal drug status conviction for a violation occurring in the workplace no later than five days after such conviction.
3. The district shall take the following actions within 30 days of receiving such notice:
 - a. Take appropriate personnel action against such an employee, up to and including termination; and/or

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- b. Require such employee to participate satisfactorily in an alcohol and other drug abuse assistance program approved for such purposes by the Pasadena Health Department.
4. The district shall notify the appropriate federal agency within 10 days after receiving notice from an employee or otherwise receiving actual notice of such conviction.
5. The Superintendent shall certify to the federal government that the district maintains a workplace free of alcohol and other drugs and will make a good faith effort to continue maintaining a drug-free workplace through implementation of this policy.

PASADENA UNIFIED SCHOOL DISTRICT
Pasadena, California