

POLICY RELATING TO PERSONNEL MANAGEMENT

DRUG-FREE WORKPLACE POLICY

The Wachusett Regional School District (WRSD) provides a drug-free workplace by prohibiting the unlawful manufacture, distribution, dispensing, sale, or use of controlled substances and/or alcohol by an employee on school premises. Disciplinary sanctions, including termination of employment and referral for prosecution may be imposed on employees who violate this standard of conduct. Pursuant to this Drug-Free Workplace Policy, the WRSD will:

1. Notify all employees in writing that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, is prohibited in the District's workplace, and specify the actions that will be taken against employees for violation of such prohibitions. At the time of hire, each employee shall sign a statement verifying receipt of a copy of this policy.
2. Establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace; the District's policy of maintaining a drug-free workplace; available drug counseling, rehabilitation, and employee assistance programs; and the penalty that may be imposed on employees for drug abuse violations occurring in the workplace.
3. Make it a requirement that each employee whose employment is funded by a federal grant:
 - Be given a copy of the Statement as required.
 - Be notified in the required Statement that as a condition of employment under the grant, the employee must abide by the terms of the Statement by timely notifying the District of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
 - Notify the federal agency that issued the grant within ten days after receiving notice of the conviction.
 - Be required, after being convicted, to participate and successfully complete a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, local health law enforcement, or other appropriate agency.

LEGAL REFS.: The Drug-Free Workplace Act of 1988
CROSS REFS.: [IHAMB](#) (3625), Teaching about Alcohol, Tobacco and Drugs
[JICH](#) (6433.1), Drug and Alcohol Use by Students

First Reading: 02/10/2020
Second Reading: 03/09/2020

WRSDC Policy 5241.41 (GBEC)