

## **DRUG FREE WORK PLACE**

In accordance with the federal regulations implementing the Drug Free Work Place Act of 1988, 34 C.F.R. Part 85, Subpart F, and pursuant to the goal of LEARN to maintain a drug free work place, the following policy is established:

1. LEARN will publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the work place. All employees will be given a copy of this statement and any employee who violates its provisions will be subject to disciplinary action up to and including termination.
2. LEARN will establish a drug free awareness program to inform employees about:
  - ... a. the dangers of drug abuse in the work place;
  - ... b. LEARN's policy of maintaining a drug free work place;
  - ... c. the availability of drug counseling and rehabilitation programs and;
  - ... d. the penalties that may be imposed upon employees for drug abuse violations occurring in the work place.
3. It will be a condition of employment for all employees employed under a federal grant to abide by the terms of the statement referred to in paragraph 1 above and to notify the Personnel Office of any criminal drug statute conviction or violation occurring in the work place no later than five (5) days after such conviction.
4. LEARN will notify the federal granting agency within ten (10) days after receiving notice from an employee or otherwise receiving actual notice of any criminal drug statute conviction from an employee or otherwise receiving actual notice of such conviction.
5. Within thirty (30) days of receiving notice under paragraph 3, LEARN will take action, either by taking disciplinary action against such employee up to and including termination, or by requiring said employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement or other appropriate agency. Said employee will be required to submit to random drug testing.
6. LEARN will make a good faith effort to continue to maintain a drug free work place through implementation of this policy.

..... Legal References: Federal Regulation 34 C.F.R. Part 85

Policy adopted: September 13, 1991

LEARN