

DRUG AND ALCOHOL-FREE WORKPLACE NOTICE TO EMPLOYEES NO. 405.7
Exhibit A

It is a violation of the Burlington Community School District Drug and Alcohol-Free Workplace policy for an employee to unlawfully manufacture, distribute, dispense, possess, be under the influence of, or use in the workplace any alcoholic beverage or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance, as defined in Schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 C.F.R. 1300.11 through 1300.15 and Iowa Code Chapter 204.

“Workplace” is defined as the site for the performance of work done in the capacity as an employee. This includes any building or any school premises, any school-sponsored or approved activity, event or function, such as field trips or athletic events where students are under the control of the school district or where the employee is engaged in school business.

Employees who violate the terms of the Drug and Alcohol-Free Workplace policy may be required to successfully participate in a substance abuse evaluation and/or treatment program approved by the superintendent. The superintendent retains the discretion to discipline an employee for violation of the policy whether or not the employee participates in such an evaluation or treatment program, up to and including immediate termination.

EMPLOYEES ARE FURTHER NOTIFIED it is a condition of their continued employment that they comply with the Drug and Alcohol-Free Workplace policy of the district and that they notify their supervisor of a conviction of any criminal drug statute for a violation committed in the workplace, no later than five days after the conviction.

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DRUG AND ALCOHOL-FREE WORKPLACE ACKNOWLEDGMENT FORM

I have read and understand the Drug and Alcohol-Free Workplace policy. I understand that if I violate the policy, I may be subject to discipline up to and including immediate termination and/or termination. I may be required to participate in a substance abuse evaluation and/or treatment program. I understand that if I am required to participate in a substance abuse evaluation and/or treatment program and I refuse to participate, or I do not successfully participate, I may be subject to discipline up to and including immediate termination. I also understand that if I am convicted of a criminal drug offense committed in the workplace, I must report that conviction to my supervisor within five days of the conviction.

Signature of Employee

Date

CROSS REF.:

LEGAL REF.:

Approved: 05/12/03

Reviewed: 04/25/16
11/12/18
08/07/23

Revised: _____