

4000	PERSONNEL
4100	ALL PERSONNEL
4180	<u>DRUG-FREE WORKPLACE</u>

It is the intent of the Superintendent/Governing Board to provide a safe and secure environment which encourages and supports students and staff in their efforts to lead healthy and productive lives. It is the policy of the Superintendent/Governing Board to maintain a drug-free workplace.

The unlawful manufacture, distribution, dispensing, possession, or use of controlled substances in the workplace by any employee of the Marin County Office of Education is prohibited. All employees shall abide by this policy as a condition of employment and shall receive a written copy of this policy.

The Superintendent shall establish Administrative Regulations and Procedures to maintain a drug-free awareness program to inform employees about:

1. the dangers of drug abuse in the workplace;
2. the Office of Education policy of maintaining a drug-free workplace;
3. any available drug abuse assistance and rehabilitation programs; and
4. the penalties that may be imposed upon employees for drug use violations.

(continued)

- 4000 PERSONNEL
4100 ALL PERSONNEL
4180 DRUG-FREE WORKPLACE (concluded)

The Superintendent or his/her designee shall certify, as required, to the State and Federal governments that the Marin County Office of Education maintains a drug-free workplace.

The Superintendent shall make a good faith effort to continue maintaining a drug-free workplace through implementation of this policy.

The Superintendent shall develop Administrative Regulations and Procedures to implement this policy

References: Drug-Free Workplace Act of 1988
Drug-Free Schools and Communities Act Amendments of 1989,
(Public Law 101-226)

Approved as to form:



Deputy County Counsel

Approved by
Marin County Board of Education - 3/24/92

**MARIN COUNTY OFFICE OF EDUCATION
ADMINISTRATIVE REGULATIONS AND PROCEDURES**

DRUG-FREE WORKPLACE
(Board Policy 4180)

Copies of Board Policy 4180, these Administrative Regulations and Procedures and a list of any available drug abuse assistance and rehabilitation programs shall be included in the *Classified Employees Manual, Certificated Regulations and Procedures* and *Management Regulations and Procedures* which are distributed annually to all employees. Between the annual distribution, the Personnel Office will include the appropriate publication with new employee orientation packets..

It is the intent of the Superintendent/Governing Board to provide a safe and secure environment which encourages and supports students and staff in their efforts to lead healthy and productive lives. Drug abuse in the workplace undermines this goal and can lead to social, educational, economic and legal problems.

Penalties that may be imposed upon employees for drug use violations are:

1. Referral to Marin Community Resources for assessment. Evidence of completion of the assessment may be required.
2. Participation in an approved substance abuse assistance or rehabilitation program may be required.
3. Employee drug abuse in the workplace may result in suspension and/or termination of employment.

Each employee shall notify the Superintendent of any criminal drug status conviction in the workplace no later than five (5) days after such conviction. The Superintendent shall notify the appropriate Federal agency within ten (10) days after receiving such notice or otherwise receiving actual notice of such conviction.

The Superintendent shall, within 30 days of receiving such notice:

1. take appropriate personnel action against such employee, up to and including termination; and/or
2. require such an 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.