

## TWIN RIVERS CAREER & TECHNICAL EDUCATION AREA

# DRUG-FREE WORKPLACE POLICY

The drug-free workplace act of 1988 requires that a school being awarded a contract for the procurement of any property or services of a value of \$25,000.00 or more from any federal agency shall certify that they will provide a drug-free workplace by:

- a. Publishing a statement notifying employees that the unlawful manufacturing, distribution, disposing, possession or use of a controlled substance is prohibited in the person's workplace, and specifying the actions that will be taken against employees for violations.
- b. Establishing a drug-free awareness program to inform employees about:
  1. Dangers of drug abuse in the workplace
  2. Twin Rivers' policy of maintaining a drug-free workplace
  3. Any available drug counseling, rehabilitation, and employee assistance programs
  4. Penalties that may be imposed upon employees for drug abuse violations occurring at Twin Rivers Vocational Area work sites
- c. Making it a requirement that each employee to be engaged in the performance of such a contract be given a copy of the statement.
- d. Notifying the employee in the statement that as a condition of employment the employee will: 1) abide by the terms of the statement; 2) notify employer of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction.
- e. Notify the contracting agency within 10 days after receiving notice from employee or otherwise receiving actual notice of such conviction.
- f. Imposing a sanction on/or requiring the satisfactory participation in a drug abuse assistance or re-habilitation program by any employee who is so convicted.
- g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of sections a, b, c, d, e, and f.

To comply with the preceding requirements, the following policy was adopted on May 17, 1991, by the Twin Rivers Vocational Area Board of Directors and will be distributed to all employees.

1. The unlawful manufacturing, distribution, dispensing, possession or use of a controlled substance is prohibited at Twin Rivers Vocational Area and those in violation shall be subject to termination.
2. The director shall inform all employees about:
  - i. The dangers of drug abuse in the workplace
  - ii. Twin Rivers' policy of maintaining a drug-free workplace
  - iii. Available drug counseling and rehabilitation programs at the employee's expense
  - iv. The possible termination of employees for drug abuse violations occurring at Twin Rivers Vocational Area work sites
3. All Twin Rivers Vocational Area employees shall abide by the terms of this policy as a condition of employment and notify the director of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction.
4. Twin Rivers Vocational Area will then notify the department of education or other necessary agency within 10 days after receiving actual notice of conviction. Within 30 days of receiving notice from an employee, Twin Rivers Vocational Area will take appropriate action against the employee up to and including possible termination or requiring such employee to participate satisfactorily in an approved drug abuse assistance or rehabilitation program.
5. Each employee will sign a statement that they have received a copy of the policy and have attended a required drug education program.

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## **DRUG-FREE WORK PLACE**

### **EMPLOYEE ACKNOWLEDGEMENT FORM**

This is to certify that I have been given a copy of the drug abuse policy from the Twin Rivers Vocational Area's Director.

I also certify that I understand the provisions of this policy and have attended the required drug education program.

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Employee Signature

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Date