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NOTICE TO ALL EMPLOYEES

DRUG-FREE AND ALCOHOL-FREE WORKPLACE

The federal government has adopted various anti-drug regulations that require employers, including school district to take certain measures to ensure that the workplace is free from illicit drugs and alcohol. These regulations are included in the Drug-Free Workplace Act, and the Drug-Free School and Communities Act.

As required by these acts, the L. A. Unified School District hereby notifies its employees as follows:

1. The manufacture, sale, distribution, dispensing, possession, or use of illicit drugs and alcohol is prohibited in any and all District workplaces;
2. Employees are prohibited from being under the influence of alcohol or any controlled substance while in the workplace, performing the duties and responsibilities of their terms of employment, or at a work related event;
3. Violation of paragraphs one and two by an employee will result in timely appropriate administrative or disciplinary action up to and including dismissal;
4. Employees are required to notify the Employee Relations/Services Section, Human Resources Division at (213) 241-6591, of any criminal drug and alcohol statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction;
5. Employees and family members who need assistance in these areas are encouraged to use one of the District provided health insurance plans, as appropriate.

For further information on the District's Drug-Free and Alcohol-Free Workplace policy, see BUL-6488.2, issued by the Division of District Operations and the Office of the General Counsel.

DO NOT REMOVE