

JAMP SPECIAL EDUCATION SERVICES DRUG AND ALCOHOL FREE WORKPLACE POLICY

It is the policy of JAMP Special Education Services Board that all District workplaces shall be free from drugs and alcohol. All employees shall be prohibited from:

1. The unlawful manufacture, distribution, possession, or use of a controlled substance while on District premises or while performing work for the District.
2. The distribution, consumption, possession or use of alcohol while on District premises or while performing work for the District.

For purposes of this policy a controlled substance is one which is:

1. Not legally obtainable
2. Being used in manner different than prescribed; or
3. Legally obtainable, but has not been legally obtained.

As a condition of employment, each employee shall:

1. Agree to notify his or her supervisor of his or her conviction of any criminal drug statute for a violation occurring on the District premises or while performing work for the District, no later than five (5) days after such a conviction.

In order to make employees aware of dangers of drug and alcohol abuse, the District shall:

1. Provide each employee with a copy of the District Drug and Alcohol Free Workplace Policy;
2. Post notice of the District Drug and Alcohol Free Workplace in a place where other information for employees is posted;
3. Make available, upon request, materials from local, state and national anti-drug and alcohol abuse organizations
4. Enlist the aid of community and state agencies with drug and alcohol informational and rehabilitation programs to provide information to District employees.
5. Provide information about any drug and alcohol counseling and re-entry programs available to employee.