

The following form executes Board Policy Range 4090 on Drug Free Workplace:
(This form would be on District letterhead)

This policy complies with the requirements of P.L. 100-690 Title V, Section 1515

- 4090.00 Drug Free Workplace – Basic Policy. The District shall maintain a drug free workplace by taking action against any employee who is engaged in the unlawful manufacture, distribution, dispersing, possession or use of a controlled substance or alcohol in the workplace. As a condition of employment with the District, employees shall comply with this policy.
- 4090.10 Procedure and Disciplinary Action. Employees are to notify their immediate supervisor of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) calendar days after such conviction. The District will investigate and take remedial action within thirty (30) days whenever there is a reason to believe that the unlawful manufacture, distribution, dispersing, possession or use of an illegal substance is present. Employees in violation of the basic policy are subject to disciplinary action, up to and including dismissal. Retention of an offending employee is contingent upon satisfactory participation, at employee expense, in a drug or alcohol abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency.
- 4090.20 Employee Notification. All employees will receive a published statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol is prohibited in the workplace. Such notification will require employee signature and will be placed in each employee's personnel file, verifying notification.

Approved 8/29/90
Revised 6/25/19

DRUG FREE WORKPLACE POLICY CERTIFICATION

I hereby certify that I have read the above copy of the Moscow School District's Drug Free Workplace Policy and understand the terms of the policy.

Printed Name and Date

Employee's Signature

Assignment and School