

**The following form executes Board Policy 4937.00 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**

- 4937.00 Drug Free Workplace Basic Policy: The District is committed to providing a safe and productive work environment and to employing a work force free from the use of illegal drugs and the abuse of alcohol. Illegal drugs and the abuse of alcohol negatively affects an employee's job performance, attendance, morale, and quality of work.
- A. 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. (See "Drug Free Workplace Policy Certification" in the Forms Section.)
  - B. Employees are required to report to work on time and in appropriate mental and physical condition for work. Any employee who uses drugs or alcohol off duty and reports to work under the influence of drugs/alcohol, smelling of alcohol or in possession of drugs/alcohol may be disciplined up to and including immediate termination. The decision as to the nature and severity of the discipline imposed is at the sole discretion of the District.
  - C. Employees must advise their supervisors, prior to coming to work, if they are taking drugs prescribed by a doctor that will adversely affect their ability to safely perform the essential functions of their job.
  - D. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, or being under the influence of a controlled substance on the premises of the District or while conducting District business while off of District property is absolutely prohibited and will result in immediate termination.
  - E. The District has the right to inspect or search any personal property on the District's premises. Any drugs that are found may be confiscated and turned over to the proper law enforcement agency.
  - F. 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 whenever there is 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 or who are convicted under any criminal drug statute for a violation not occurring in the workplace 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 abuse assistance or rehabilitation program approved for such purposes by federal, state, or local health, law enforcement, or other appropriate agency.
  - G. District employees whose job duties include the use of a District owned vehicle or the use of a personal vehicle for travel upon District premises or for travel on District business while off of District property must inform their supervisor of any criminal convictions for Driving Under the Influence of Alcohol or any other such similarly related charge within five (5) days of the date of conviction.
  - H. As an owner of commercial vehicles, Moscow School District No. 281 has an obligation to its drivers, and the driving public at large, to see that its commercial vehicle drivers are free from the harmful effects of drug or alcohol impairment. As part of this responsibility, the District will implement a Substance Abuse Procedure, together with a testing component, to ensure that its drivers are drug- and alcohol-free. The Substance Abuse Procedure shall be available in the Transportation office and Administration Offices and shall be reviewed periodically by the Trustees. All District employees with assigned vehicles will be included in the drug- and alcohol-free testing program.
  - I. The District prohibits any smoking, of any nature, kind or sort, on District property including district vehicles, in compliance with Idaho Code 39-55.
  - J. District employees whose job duties include the use of a District owned vehicle or the use of a personal vehicle for travel upon District premises or for travel on District business while off of District property must immediately inform their supervisor if their driver's license is suspended for any reason.

(DRUG FREE WORKPLACE POLICY CERTIFICATION PRINTED ON REVERSE)

**DRUG FREE WORKPLACE 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 Building

(6/25/19)