

## **Notice to Employees Regarding Substance-Free Workplace**

YOU ARE HEREBY NOTIFIED that it is a violation of the policy of this Agency for any employee to unlawfully manufacture, distribute, dispense, possess, or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance or alcohol as defined in schedule I through V of section 202 or the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 CRF 1300.11 through 1300.15 and *Iowa Code* Chapter 204.

“Workplace” is defined as the site for the performance of work done in the capacity as an Agency employee. That includes an Agency/school building or other Agency/school premise; any Agency/school-owned vehicle or any other Agency/school approved vehicle used to transport students to and from Agency/school or Agency/school activities; and off Agency/school property during any Agency/school-sponsored or Agency/school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the Agency/school district.

YOU ARE FURTHER NOTIFIED that it is a condition of your continued employment that you comply with the above policy of the Agency and notify your supervisor of your conviction of any criminal drug statute for a violation occurring in the workplace, no later than five (5) days after such conviction.

Any employee who violates the terms of the Agency’s substance-free workplace policy shall successfully participate in a substance abuse assistance or rehabilitation program approved by the board. If the employee fails to successfully participate in such a program, the employee’s contract shall not be renewed or the employee’s employment may be suspended or terminated at the discretion of the board.

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