

Maintaining a drug free work place is important in establishing an appropriate working and/or learning environment. Unless otherwise specified in this policy, the unlawful manufacture, distribution, sale, dispensation, possession or use of a controlled substance is prohibited on or in service center property; and at service center sponsored activities, programs, and events. Possession and/or use of a controlled substance by an employee for the purposes of this policy shall only be permitted if such substance was obtained directly, or pursuant to a valid prescription or order issued thereto, from a person licensed by the state to dispense, prescribe, or administer controlled substances and any use is in accordance with label directions.

As a condition of employment in the service center, employees shall abide by the terms of this policy.

Employees shall not unlawfully manufacture, distribute, dispense, possess and/or use controlled substances in the workplace.

Any employee who is convicted under a criminal drug statute for a violation occurring at the workplace must notify the executive director of the conviction within five days after the conviction. The executive director shall then ensure that notice of such conviction is given to any granting agency within 10 days of receiving notice thereof.

Within 30 days after the notice of conviction is received, the service center will take appropriate action with the employee. Such action may include, suspension, placement on probationary status, or other disciplinary action including termination. Alternatively, or in addition to any action short of termination, the employee may be required to participate satisfactorily in an

approved drug abuse assistance or rehabilitation program as a condition of continued employment. The employee shall bear the cost of participation in such program. Each employee in the service center shall be given a copy of this policy.

This policy is intended to implement the requirements of the federal regulations promulgated under the Drug Free Workplace Act of 1988. It is not intended to supplant or otherwise diminish disciplinary actions which may be taken under board policies.

Approved: SCKESC Board of Directors – 3/2010, 10/2014