



## ROSEVILLE JOINT UNION HIGH SCHOOL DISTRICT

### Drug-Free Workplace Notice to Employees

The Governing Board of the Roseville Joint Union High School District believes that the maintenance of a drug-free workplace is essential to fulfilling the District's mission to provide a quality education and to help students and staff lead healthy and productive lives. This belief and the requirements of the Drug-Free Workplace Act of 1988 require that all employees receive the following notice:

#### NOTICE

YOU ARE HEREBY NOTIFIED that it is a violation of Board policy for any employee at the workplace to unlawfully manufacture, distribute, dispense, possess, or use any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or other controlled substance, as defined in the Drug-Free Workplace Act of 1988.

"Workplace" is defined as any place where school district work is performed, including a school building or other school premises; any school-owned or school-approved vehicle; and any off-school sites when accommodating a school-sponsored or school-approved activity or function, such as a field trip or athletic event, where students are under district jurisdiction.

As a condition of your continued employment with the District, you will comply with the District's policy on Drug-Free Workplace and will, any time you are convicted of any criminal drug statute violation occurring in the workplace, notify your supervisor of this conviction no later than five (5) days after such conviction.

Upon receiving such notice, the District shall take the following action within thirty (30) days:

- a. Take appropriate personnel action against such an employee, up to and including termination, and/or
- b. Require such employee to participate satisfactorily in a drug abuse assistance program approved for such purposes by an appropriate governmental agency. Costs for such a program in excess of those covered by the employee's medical benefits shall be borne by the employee.

Pursuant to California Education Code 45123, the Board may not employ or retain in employment persons convicted of a controlled substance offense as defined by Education Code 44011. Controlled substances are identified in the Controlled Substances Act and include marijuana, cocaine, opiates, hallucinogens, and non-prescribed narcotics, stimulants, and depressants.

Although the federal guidelines do not address the issue specifically, the District recognizes that the most commonly abused drug is alcohol. Consequently, any drug, legal or illegal, that adversely affects the performance of a Roseville Joint Union High School District employee falls within the intent of this policy. Employees must report to work in a fit condition for duty. Being under the influence of alcohol or drugs is prohibited.

If an employee seeks help for a substance abuse problem prior to the discovery of a problem, the District will make every reasonable effort to protect the employee's confidentiality, job security and promotional opportunities. The District accepts responsibility for identifying avenues of assistance, but it is the employee's responsibility to seek help, to participate in an appropriate treatment program, and to pay any costs beyond those covered by the employee's medical benefits.

At present, the District has no plans to require employee drug tests. However, a drug test may be required if the District has reasonable suspicion to believe an employee is under the influence of a drug and that the employee's condition affects his or her fitness for duty.

#### ASSISTANCE INFORMATION

The District has contracted with ComPsych GuidanceResources to provide assistance to employees. For assistance, call 844-582-2327 or go to [www.guidanceresources.com](http://www.guidanceresources.com).

Many other programs are available to assist individuals with chemical dependency or other problems. Below is a partial list of facilities available to assist those who seek help. The District makes no representation as to the quality or capability of any of these facilities, and offers this list as information only.

Kaiser's Alcohol and Drug Abuse Office	(916) 482-1132
Alcoholics Anonymous	<a href="http://www.aa.org">www.aa.org</a>
Narcotics Anonymous	<a href="http://www.na.org">www.na.org</a>
National Substance Abuse Help Line (24 hour)	(800) 662-HELP
National Council on Alcoholism and Drug Dependence	<a href="http://www.ncadd.org">www.ncadd.org</a>
Suicide Prevention Crisis Hotline (24/7)	(916) 368-3111

Questions about this notice and requests for additional information may be referred to the Assistant Superintendent, Personnel Services, at (916) 782-8663. For additional information, refer to Board Policy 4020, Drug and Alcohol-free Workplace.