

DRUG-FREE AND ALCOHOL-FREE WORKPLACE POLICY

It is the policy of the Board of Education of Tulsa Technology Center to adhere to the requirements of the Drug-Free Workplace Act of 1988, 34 CFR Part 85, Subpart F and any amendments thereto, and to insure, as much as is reasonably possible, that the work environment of the District's employees is free from alcohol, controlled substances and the influence of both. It is also the policy of the Board of Education that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance on the Districts' property or by an employee conducting school business elsewhere is absolutely prohibited. Controlled substances are defined in Schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined in Regulation 21 CFR 1308.11 – 1308.15.

Employees are prohibited from the distribution, dispensing, possession of and use of alcohol, controlled substances or illegal chemical substances on school property or in the performance of school duties. Furthermore, employees are prohibited from being under the influence of alcohol, controlled substances or illegal chemical substances on school property or while conducting school business. Violations of this policy will result in disciplinary action, up to and including dismissal or termination, and may bring about criminal charges. (See Board Policy PER 34)

This policy applies to all employees, both Regular and Non-regular. It shall be a condition of employment that each employee abide by this policy and notify the Superintendent and/or his/her designee(s) of any criminal drug statute conviction for a violation occurring in the workplace or while on duty with Tulsa Technology Center no later than five days after such conviction. Employees shall report all violations of this policy to the Superintendent and/or his/her designee(s).

The Superintendent and/or his/her designee(s) shall be responsible for the following:

1. Maintaining a drug-free and alcohol-free awareness program to inform employees about:
 - a. The dangers of alcohol use and drug abuse in the workplace;
 - b. Tulsa Technology Center's policy of maintaining a drug-free and alcohol-free workplace;
 - c. Available drug counseling, alcohol abuse counseling, rehabilitation and employee assistance programs; and
 - d. The penalties that may be imposed upon employees for alcohol use and/or drug abuse violations occurring in the workplace or while on duty.

2. Notifying the proper government agency, when required, about any employee criminal drug statute conviction.
3. Taking appropriate action within thirty (30) calendar days upon notice of an employee's conviction of a criminal drug statute occurring in the workplace,. Options include:
 - a. appropriate disciplinary action against the offending employee up to and including termination (consistent with requirements of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, and School Law), and/or
 - b. employee's satisfactory participation in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal or state agency, or by a local health, law enforcement or other appropriate agency.