

NORTH SCOTT COMMUNITY SCHOOL DISTRICT
SUBSTANCE-FREE WORKPLACE
NOTICE TO EMPLOYEES

EMPLOYEES ARE HEREBY NOTIFIED it is a violation of the Substance-Free Workplace policy for an employee to unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage, fortified wine or other intoxicating liquor; or to unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid or any other controlled substance as defined by federal or state law in the workplace.

“Workplace” includes school district facilities, school district premises or school district vehicles whether owned, rented, leased or otherwise acquired for school district use. “Workplace” also includes non-school property if the employee is at any school-sponsored, school-approved or school-related activity, event or function where students are under the control of the school district or where the employee is engaged in school business.

EMPLOYEES ARE FURTHER NOTIFIED it is a condition of their continued employment that they comply with the District’s Substance-Free Workplace Policy and that they will notify their supervisor of their conviction of any criminal drug statute for a violation committed in the workplace no later than five (5) days after the conviction.

SUBSTANCE-FREE WORKPLACE ACKNOWLEDGEMENT FORM

I, _____, have read and understand the Substance-Free Workplace policy. I understand that if I violate the Substance-Free Workplace policy, I may be subject to discipline up to and including termination. I also understand that if I am convicted of a criminal drug offense committed in the workplace, I must report that conviction to my supervisor within five (5) days of the conviction.

Signature of Employee

Date

Printed Name

Legal Reference: 21 U.S.C. Section 812
 21 C.F.R. Section 1300
 Iowa Code Sections 123, 124, 124A

Approved: October 22, 1990
Reviewed: May 11, 2015
Revised: April 5, 2004