

**POWAY UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURE**

Originator: Assoc. Superintendent, PSS

Issue No: 2

Date: 7/29/91

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Reference:

ARTICLE: 4.0 PERSONNEL SUPPORT SERVICES

4.1 GENERAL PERSONNEL PRACTICES

**4.120 MAINTAINING A DRUG-FREE
WORKPLACE**

SECTION 4.120.1 Maintaining a Drug-Free Workplace

The Poway Unified School District certifies that it will:

1. Notify all employees in writing that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the District's workplace and that actions will be taken against employees for violation of such prohibitions.
2. Establish a drug-free awareness program to inform employees about:
 - a. the dangers of drug abuse in the workplace;
 - b. the District's policy of maintaining a drug-free workplace;
 - c. any available drug counseling, rehabilitation, and employee assistance programs.
3. Notify the employees in the statement required by paragraph one, that as a condition of employment the employee will:
 - a. abide by the terms of the statement, and
 - b. notify the Superintendent in writing of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
4. The Poway Unified School District shall notify the federal agencies providing federal grants within ten days after receiving notice from an employee or otherwise receive notice of such conviction.
5. The Poway Unified School District will take one of the following actions within 30 days of receiving notice with respect to any employee who is so convicted:
 - a. take appropriate personnel action against such an employee, up to and including termination; or
 - b. require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program for such purpose by a federal, state, or local health law enforcement, or other appropriate agency.
6. The Poway Unified School District shall make a good faith effort to continue to maintain a drug-free workplace.