

# LODI UNIFIED SCHOOL DISTRICT

## Policy 4020

### REVIEWED

#### Personnel

##### Drug and Alcohol-Free Workplace

The Board of Education believes that the maintenance of a drug-and alcohol-free workplace is essential to staff and student safety and to help ensure a productive and safe work and learning environment.

An employee shall not unlawfully manufacture, distribute, dispense, possess, or use any controlled substance in the workplace.

Employees are prohibited from being under the influence of controlled substances or alcohol while on duty. For purposes of this policy, on duty means while an employee is on duty during both instructional and non-instructional time in the classroom or workplace, at extracurricular or co-curricular activities, or while transporting students or otherwise supervising them. Under the influence means that the employee's capabilities are adversely or negatively affected, impaired, or diminished to an extent that impacts the employee's ability to safely and effectively perform his/her job.

The Superintendent or designee shall notify employees of the district's prohibition against drug use and the actions that will be taken for violation of such prohibition.

An employee shall abide by the terms of this policy and shall notify the district, within five days, of his/her conviction for violation in the workplace of any criminal drug statute.

The Superintendent or designee shall notify the appropriate federal granting or contracting agency within 10 days after receiving notification, from an employee or otherwise, of any conviction for a violation occurring in the workplace.

In accordance with law and the district's collective bargaining agreements, the Superintendent or designee shall take appropriate disciplinary action, up to and including termination, against an employee for violating the terms of this policy and/or shall require the employee to satisfactorily participate in and complete a

drug assistance or rehabilitation program approved by a federal, state or local health or law enforcement or other appropriate agency.

### Drug-Free Awareness Program

The Superintendent or designee shall establish a drug-free awareness program to inform employees about:

1. The dangers of drug and alcohol abuse in the workplace.
2. The district's policy of maintaining drug-free workplaces.
3. Available drug counseling, rehabilitation, and employee-assistance programs.
4. The penalties that may be imposed on employees for drug abuse violations occurring in the workplace.

Legal References: EDUCATION CODE  
44011 Controlled substance offense  
44425 Conviction of controlled substance offenses as grounds for revocation of credential  
44836 Employment of certificated persons convicted of controlled substance offenses  
44940 Compulsory leave of absence for certificated persons  
44950.5 Procedures when employees are placed on compulsory leave of absence  
45123 Employment after conviction of controlled substance offense  
45304 Compulsory leave of absence for classified person  
GOVERNMENT CODE  
8350-8357 Drug-free workplace  
UNITED STATES CODE, TITLE 20  
7111-7117 Safe and Drug-Free Schools and Communities Act  
UNITED STATES CODE, TITLE 21  
812 Schedule of controlled substances  
CODE OF FEDERAL REGULATIONS, TITLE 41  
701-707 Drug-Free Workplace Act  
CODE OF FEDERAL REGULATIONS, TITLE 21  
1308.01-1308.49 Schedule of controlled substances  
COURT DECISIONS  
Cahoon v. Governing Board of Ventura USD, (2009) 171 Cal.App.4<sup>th</sup> 381

Ross v. RaginWire Telecommunications, Inc., (2008) 42  
Cal.4<sup>th</sup> 920

MANAGEMENT RESOURCES:

WEB SITES

California Department of Alcohol and Drug Programs:

<http://www.adp.ca.gov>

California Department of Education: <http://www.cde.ca.gov>

U.S. Department of Labor: <http://www.dol.gov>

Policy

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