

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT

STATEMENT TO EMPLOYEES

DRUG-FREE WORK PLACE POLICY

The Foothill-De Anza Community College District, in compliance with federal law, is providing all employees including student employees with the following statement regarding the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the workplace.

Any employee convicted of a violation of any federal or state criminal drug statute is required to report that conviction to the Director of Human Resources within 5 days of the conviction.

Definitions:

The term "Workplace" is any location where an employee performs assigned duties on behalf of the District.

The term "Controlled Substance" means a controlled substance defined in Schedules I through V of Section 202 of the Controlled Substances Act, 21 U.S.C. 812.

The term "Controlled Substance Offense," as used in Education Code Section 87405, means any one or more of the following offenses:

- A. Any offense in Sections 11350 to 11355, inclusive, (offenses involving controlled substances formerly classified as narcotics), 11366 (opening or maintenance of unlawful places), 11368 (forged or altered prescriptions), 11377 to 11382, inclusive, (offenses involving controlled substances formerly classified as restricted dangerous drugs), and 11550 (unlawful acts) of the California Health and Safety Code.
- B. Any offenses committed or attempted in any other state or against the laws of the United States, which if committed or attempted in this state, would have been punished as one or more of the above-mentioned offenses.
- C. Any offense committed under former Sections 11500 to 11503, inclusive, 11557, 11715, and 11721 of the California Health and Safety Code.
- D. Any attempt to commit any of the above-mentioned offenses.

The term "conviction" means a finding of guilt, including a plea of nolo contendere, or an imposition of sentence or both by any judicial body charges with the responsibility to determine violations of federal or state criminal drug statutes.

District Policy:

It is the policy of the District to impose appropriate disciplinary sanctions on employees for the unlawful possession, use or distribution of illicit drugs or alcohol. Appropriate disciplinary sanctions may result in the District requiring the employee to participate satisfactory in a drug-abuse assistance or rehabilitation program and may also include suspension or termination. The standards of conduct and sanctions applicable to employees are contained in the Foothill-De Anza Community College Board policy number 4500 and in the applicable collective bargaining agreements or employee handbooks.

Dangers of Drugs in the Workplace:

The use of drugs and alcohol may pose significant health risks, dependency, disability and death, and may result in apathy, impaired judgment, lack of concentration and coordination, absenteeism, injuries, illness, ineffective supervision and destruction of property.

Available Assistance:

If you are a full-time employee, drug and alcohol counseling is available to you through the District's Employee Assistance Program. Information is available from the Human Resources Office. All employees can receive information on referrals to drug or alcohol counseling and rehabilitation programs from the Health Offices at both Foothill and De Anza Colleges.

Please print and sign below and return this form to the designated department as follows:

Status:

Return To:

- | | | |
|--|---|---|
| • Full-time contract employees
(Faculty, Classified, Administrative,
Supervisor, Confidential) | — | Office of Human Resources |
| • Casual hourly employees | — | Office of Human Resources |
| • Part-time faculty | — | Administrative Services at the campus at which you were hired |
| • Student employees | — | Financial Aid Office at the campus at which you were hired |

EMPLOYMENT STATUS:

- ☐ CLASSIFIED
- ☐ FULL-TIME FACULTY
- ☐ ADMINISTRATIVE
- ☐ SUPERVISOR
- ☐ CONFIDENTIAL
- ☐ PART-TIME FACULTY
- ☐ CASUAL/TEMPORARY
- ☐ STUDENT EMPLOYEE

I have read the “Statement to Employees” regarding the District’s Drug-Free Workplace Policy.

Print Name

Signature

Date

FOOTHILL-DEANZA COMMUNITY COLLEGE DISTRICT
GENERAL SAFETY GUIDELINES (continued)

I have received, read, and understand the General Safety Guidelines. I also understand that I am obligated to follow them in my work activities.

Signature_____

Print Name_____Date:_____

Campus_____Department_____

IMPORTANT

**PLEASE SIGN AND DATE THIS SIGNATURE PAGE AND
RETURN IT TO PERSONNEL AT THE DISTRICT
OFFICE. IT IS REQUIRED TO BE RETAINED IN YOUR
PERSONNEL FILE.**

Please circle one: Administrative Faculty (PT) (FT) Classified Casual Student