



Office of Human Resources and Equal Opportunity
12345 El Monte Road, Los Altos Hills, CA 94022

DRUG-FREE WORK PLACE POLICY

In compliance with federal law, this information is provided to all employees, including student employees, regarding the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the workplace.

District Policy:

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.

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 include 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 Board Policy 4500 and in applicable collective bargaining agreements or employee handbooks.

Definitions:

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

"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.

"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.

"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.

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 District Office of Human Resources. All employees may also receive information on referrals to drug or alcohol counseling and rehabilitation programs from the Health Offices located at each College.

Employee Certification Drug-Free Workplace Policy

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

Employment Status:	Return To:
Full-time Employees	District Office of Human Resources
Temporary/Short-Term Employees	District Office of Human Resources
Part-time faculty	Administrative Personnel Services at the Employee's campus
Student employees	Financial Aid Office at the Student's employment campus

Employment Status:

- ☐ FULL-TIME (FAC/CLASS/ADMIN) ☐ TEMPORARY/SHORT-TERM
☐ PART-TIME FACULTY ☐ STUDENT EMPLOYEE

I certify I have read, understand and agree to comply with the Drug-Free Workplace Policy.

Print Name _____

Signature _____ Date _____

Below is a Copy of the Drug Free Workplace Policy Provided to the Employee:

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