



IMPLEMENTATION PLAN OF DRUG-FREE AWARENESS PROGRAM

The following steps will be taken to implement the Drug-Free Workplace Act:

1. School Committee will approve a policy statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violations of such prohibition. (Attachment A)
2. Employees will be informed of:
 - a) the Policy of the School Committee
 - b) any available drug counseling, rehabilitation program and assistance programs (Attachment B)
 - c) penalties that will be imposed upon employees for drug abuse and violations occurring

Employees will notify in writing of any criminal drug statute conviction for a violation occurring in the workplace no later than five calendar days after such conviction.

The Federal Agency will be notified in writing by the Superintendent within ten calendar days after receiving notice from an employee or otherwise receiving actual notice of such conviction.

Within 30 calendar days of receiving notice, one of the following actions shall be taken with respect to any employee who is so convicted.

- Taking appropriate personnel action against such an employee, up to and including termination; or
- Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health law enforcement, or other appropriate agency.

Adopted at School Committee Meeting of March 9, 1992