



Lincoln Public Schools
Lincoln, MA 01773

DRAFT 10/28/2016

DRUG-FREE WORKPLACE

The Lincoln Public Schools has recognized in the past the importance of maintaining a workplace which is drug and alcohol free to enhance the welfare of employees and students. ~~A new federal law, the~~ The Drug-Free Workplace Act, requires the Lincoln Public Schools to certify that it maintains a drug free workplace as a condition of receiving federal grants and contracts. The requirements of this law gives the Lincoln Public Schools the opportunity to reaffirm the following policy and its commitment to a workplace free of drugs and alcohol.

It is the policy of the Lincoln Public Schools to maintain an alcohol-free and drug-free workplace. The unlawful manufacture, distribution, dispensation, possession or non-medical use of controlled substances or alcohol is prohibited while on duty or on school department property. Any violations of this policy will be grounds for disciplinary action up to and including immediate suspension and dismissal.

It is a condition of employment that each employee abide by this policy and notify the Superintendent of Schools of any criminal drug conviction for a violation occurring in the workplace within five (5) days of such a conviction. The Lincoln Public Schools has an obligation to notify the appropriate federal agency within ten (10) days of receiving such a notice of conviction. Further, no later than thirty (30) days of notice of a conviction, the Superintendent of Schools will: ~~take disciplinary action up to and including a recommendation to the School Committee that the employee be dismissed from employment.~~

- 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 approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency.

Cross Reference: MASC Policy IHAMP, JICH

Legal Reference: Drug-Free Workplace Act of 1988

Adopted at School Committee Meeting of March 9, 1992

Revised at School Committee Meeting of _____