

**GENERAL PERSONNEL**

**Drug and Alcohol Free Workplace**

Bannockburn School District 106 is a drug and alcohol free workplace. All employees shall be prohibited from:

1. unlawful manufacturing, dispensing, distributing, possessing, using or being under the influence of a controlled substance while on District premises or while performing work for the District.
2. distributing, consuming, using, possessing or being under the influence while on District premises or while performing work for the District.

For purposes of this policy, a controlled substance is one that is:

1. not legally obtainable;
2. being used in a manner different than prescribed;
3. legally obtainable, but has not been legally obtained; or
4. referenced in federal or State controlled substance acts.

As a condition of employment, each employee shall:

1. abide by the terms of the District policy respecting a drug-and alcohol-free workplace; and
2. notify his or her supervisor of his or her conviction under any criminal drug statute for a violation occurring on the District premises or while performing work for the District, no later than five (5) calendar days after such a conviction.

In order to make employees aware of dangers of drug and alcohol abuse, the District will:

1. provide each employee with a copy of the District Drug- and Alcohol-Free Workplace policy;
2. post notice of the district Drug- and Alcohol-Free Workplace Policy in a place where other information for employees is posted;
3. make available materials from local, state and national anti-drug and alcohol-abuse organizations;
4. enlist the aide of community and state agencies with drug and alcohol informational and rehabilitation programs to provide information to District employees;
5. establish a drug-free awareness program to inform employees about:
  - a. the dangers of drug abuse in the workplace;
  - b. available drug and alcohol counseling, rehabilitation and any employee assistance programs; and

- c. the penalties that the District may impose upon employees for violations of this policy.

**District Action Upon Violation of Policy**

An employee who violates this policy may be subject to disciplinary action, including terminations. Alternatively, the Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse employee-assistance program.

The Board of Education shall take disciplinary action with respect to an employee convicted of a drug offense in the workplace within thirty (30) days after receiving notice of the conviction.

Should District employees be engaged in the performance of work under a federal contract or grant, or under a State contract or grant of \$5,000 or more, the Superintendent shall notify the appropriate State or federal agency from which the District received contract or grant monies of the employee's conviction within ten (10) days after receiving notice thereof.

LEGAL REF.: Drug-Free Workplace Act, 30 ILCS §58/1 et seq.  
Drug-Free Workplace Act of 1988, 41 U.S.C. § 701 et seq.  
Controlled Substances Act, 21 U.S.C. § 812; 21 C.F.R. 1308.11 – 1308.15.  
Drug-Free School and Communities Act, 20 U.S.C. § 7101 et seq.  
Drug-Free School and Communities Act Amendments of 1989, 20 U.S.C. § 3171 et seq.  
Americans with Disabilities Act, 42 U.S.C. § 12114.

ADOPTED: August 21, 2002

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