DRUG-FREE WORKPLACE POLICY

To: All Gavilan College Employees
From: Human Resources
Re: Drug-Free Workplace

In compliance with the Federal Drug-Free Workplace Act of 1988, please return the bottom portion of this form to the Personnel Office acknowledging receipt of the following notice:

NOTICE TO ALL EMPLOYEES

The unlawful manufacture, distribution, dispensing, possession or use of controlled substances (drugs) is prohibited in all District workplaces. Violation of this prohibition may result in disciplinary action, up to and including dismissal. Additionally, violation of this policy may constitute violation of the California Education Code and other State laws which may result in immediate suspension without pay in the event criminal charges are filed.

Employees are required to comply with the terms of this statement as a condition of employment to work under District programs funded and authorized by federal grant. Employees are further required to notify either their supervisor, Human Resources, or the Superintendent/President of any workplace violation(s) of a criminal drug statute within five days of the violation.

________________________________________________________________________

To: Human Resources
From: ____________________________
       Employee Name

This acknowledges that I have received the Drug-Free Workplace Notice required by the Federal Drug-Free Workplace Act of 1988.

__________________________  __________________________
Employee Signature          Date
BP 3550  Drug Free Environment and Drug Prevention Program

Reference:
   Drug Free Schools and Communities Act, 20 U.S.C. Section 1145g and 34 C.F.R. Section 86.1 et seq.;

The District shall be free from all drugs and from the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees.

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in all facilities under the control and use of the District. Any student or employee who violates this policy will be subject to disciplinary action, which may include referral to an appropriate rehabilitation program, suspension, demotion, expulsion or dismissal.

The President of the College shall assure that the District distributes annually to each student the information required by the Drug-Free Schools and Communities Act Amendments of 1989 and complies with other requirements of the Act.

See Administrative Procedure #3550

Approved by the Board of Trustees: December 11, 2001
AP 3550   Drug Free Environment and Drug Prevention

Reference:

*Drug Free Schools and Communities Act Amendment, 1989* 20 U.S. Code Section 1145g and 34 C.F.R. 86.1 et seq.; *Federal Drug-Free Workplace Act, 1988, 41 U.S. Code Section 702*

The Gavilan Joint Community College District is committed to providing its employees and students with a drug-free workplace and campus environment. It emphasizes prevention and intervention through education.

Prohibition of Drugs

The unlawful manufacture, distribution, dispensing, possession or use of alcohol or any controlled substance is prohibited on District property, during District-sponsored field trips, activities or workshops, and in any facility or vehicle operated by the district.

Violation of this prohibition will result in appropriate action up to and including termination of employment, expulsion, and referral for prosecution, or, as permitted by law, may require satisfactory participation in an alcohol or drug abuse assistance or rehabilitation program.

As a condition of employment, employees must notify the District within five days of any conviction for violating a criminal drug statute while in the workplace. The District is required to inform any agencies that require this drug-free policy within ten days after receiving notice of a workplace drug conviction.

Amended: March 9, 2010
Approved by the Board of Trustees: December 11, 2001