

DRUG-FREE WORKPLACE POLICY

The Hadley Public Schools will provide a drug-free workplace and certifies that it will:

1. Notify all employees in writing that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specify the actions that will be taken against employees for violation of such prohibitions.
2. Establish a policy of maintaining a drug-free workplace, and inform all employees of available drug counseling, rehabilitation, and employee assistance programs and the penalty that may be imposed on employees for drug abuse violations occurring in the workplace.
3. Make it a requirement that each employee whose employment is funded by a federal grant be given a copy of the statement as required.
4. Notify the employee in the required statement that, as a condition of employment under the grant, the employee will abide by the terms of the statement, and will notify the Superintendent of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
5. Notify the federal agency within ten (10) days after receiving notice from an employee or otherwise receiving notice of such conviction.
6. Take one of the following actions within thirty (30) days of receiving notice with respect to any employee who is convicted; take appropriate personnel action against such an employee, up to and including termination, or 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.
7. Make a good faith effort to continue to maintain a drug-free workplace through implementation of all the provisions of this policy.

LEGAL REFS.: The Drug-Free Workplace Act of 1988

CROSS REFS.: JICH, Drug and Alcohol Use by Students

Adopted By The
Hadley School Committee: May 19, 2014

Reviewed by Hadley School Committee: April 30, 2019