

## **Lewis Center for Educational Research**

**BP 4020: PERSONNEL  
DRUG & ALCOHOL FREE WORK PLACE**

**Adopted: June 5, 2003**

**Revised:**

The Board believes that the maintenance of drug- and alcohol-free workplaces is essential to school and LCER operations.

No employee shall unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any alcoholic beverage, drug or controlled substance at any LCER workplace. These prohibitions apply before, during and after school hours. A LCER workplace is any place where LCER work is performed, any school-owned or school-approved vehicle used to transport students to and from school or school activities; any off-school sites when accommodating a school-sponsored or school-approved activity or function where students are under LCER jurisdiction; or during any period of time when an employee is supervising students on behalf of the LCER or otherwise engaged in LCER business.

The CEO or designee shall notify employees of these prohibitions.

An employee shall abide by the terms of this policy and notify the LCER, within five days, of any criminal drug or alcohol statute conviction which he/she receives for a violation occurring in the workplace.

The CEO or designee shall notify the appropriate federal granting or contracting agencies within 10 days after receiving notification, from an employee or otherwise, of any conviction for a violation occurring in the workplace.

The Board may not employ or retain in employment persons convicted of a controlled substance offense. If any such conviction is reversed and the person acquitted in a new trial or the charges dismissed, his/her employment is no longer prohibited. A plea or verdict of guilty, a finding of guilt by a court in a trial without a jury, or a conviction following a plea of nolo contendere shall be deemed to be a conviction.

A classified employee may be reemployed after conviction of such an offense if the Board determines, from the evidence presented, that the person has been rehabilitated for at least five years.

The Board may take appropriate disciplinary action, up to and including termination, or require the employee to satisfactorily participate in and complete a drug assistance or rehabilitation program approved by a federal, state or local health, law enforcement or other appropriate agency.

The CEO or designee shall establish a drug- and alcohol-free awareness program to inform employees about:

1. The dangers of drug and alcohol abuse in the workplace
2. The LCER policy of maintaining drug- and alcohol-free workplaces
3. Any available drug and alcohol counseling, rehabilitation, and employee assistance programs
4. The penalties that may be imposed on employees for drug and alcohol abuse violations