

HUMBOLDT COUNTY OFFICE OF EDUCATION

Please sign your name below verifying that you have read the following notice.

NOTICE TO ALL EMPLOYEES

“The unlawful manufacture, distribution, dispensing, possession, use, or being under the influence of alcohol, a drug, or controlled substance is prohibited in all of the workplaces of this Office. Violation of this prohibition may result in disciplinary action, up to and including dismissal. In addition, violation of this policy may also constitute violation of the California Education Code and other state laws and may result in immediate suspension without pay in the event that criminal charges are filed.”

“Furthermore, as a condition of being employed to work under any federal grant received by this Office, employees are required to abide by the terms of this policy. Employees are further required to notify their supervisor (or the Personnel Department or the Superintendent) of any conviction for a criminal drug statute violation occurring in the workplace within five days after such conviction.”

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_