

**DRUG- AND ALCOHOL-FREE WORKPLACE**

The Superintendent of Schools or designee shall distribute copies of the Drug- and Alcohol-Free Workplace policy to all employees upon its adoption and revision.

All new employees shall be required to read and sign acknowledgement of the Drug- and Alcohol-Free Workplace Notice as part of the new hire's enrollment packet.

The Personnel Department shall maintain a list of local drug and alcohol counseling, rehabilitation, and employee assistance programs that may be available locally and shall update such lists annually. The Department shall make such list available confidentially to employees upon request.

Disciplinary action up to and including termination from employment for violation of the policy of a Drug- and Alcohol- Free Workplace shall be taken in accordance with law, Office of Education policies and procedures, and any collective bargaining agreement then in effect if applicable to the employee in question.