



**ADMINISTRATIVE PROCEDURE**

<b>SUBJECT:</b> <b>DRUG AND ALCOHOL-FREE          WORKPLACE</b>	<b>Number</b> <u><b>I-15</b></u>	<u><b>Effective Date:</b></u> <b>Issued: 10/1/90</b> <b>Revised: 2/11/93</b> <b>Revised: 11/15/00</b>	<b>Page 1 of 2</b>
--	-------------------------------------	--	--------------------

**PURPOSE:**

To confirm the District's commitment to a drug and alcohol free workplace.

**POLICY:**

The District is committed to establishing and maintaining a high-quality, safe environment for employees and the public. To this end, the District supports a drug and alcohol free workplace. The unlawful use, possession, distribution, dispensation, or manufacture of a controlled substance in the workplace by District employees is prohibited, and will not be tolerated. Further, employees are prohibited from using or being under the influence of drugs or alcohol in the workplace.

**PROCEDURE:**

1. District employees who violate the District's policy will be subject to disciplinary action consistent with the Administrative Procedure on Disciplinary Procedures.
2. The District shall continue to offer a confidential Employee Assistance Program to educate employees and to aid employees with substance abuse problems.
3. The District will conduct periodic training for supervisors and employees on substance abuse prevention and education.
4. For safety considerations, each supervisor shall take appropriate action and consult with the Human Resources Division upon observing or becoming aware of an employee who may be impaired by drug or alcohol use or activity in the workplace.
5. The Human Resources Division shall administer pre-employment drug and alcohol testing as part of the District's pre-employment physical examination.

**RESPONSIBILITY:**

Administrative Procedure  
I-15 DRUG AND ALCOHOL-FREE WORKPLACE  
Effective: November 15, 2000  
Page 2 of 2

1. It is the responsibility of the Human Resources Division, managers, and supervisors to ensure compliance with this procedure.
2. It is the responsibility of each employee to adhere to this policy and procedure.

APPROVED:

A handwritten signature in black ink that reads "Walter J. Bishop". The signature is written in a cursive style with a large, prominent initial 'W'.

Walter J. Bishop  
General Manager