

GBEC©

DRUG – FREE WORKPLACE



Northeast Arizona Technological Institute of Vocational Education

No employee shall violate the law or District policy in the manufacture, distribution, dispensing, possession, or use, on or in the workplace, of alcohol or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance, as defined in scheduled I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 C.F.R. 1308. 11 through 1308.15.

Workplace includes any school building or any school premises and any school-owned vehicle or any other school-approved vehicle used to transport staff members or students to and from school or school activities or on school business. Off school property, the **workplace** includes any school-sponsored, or school-approved activity, event, or function where students or staff members are under the jurisdiction of the District. In addition, the **workplace** shall include all property owned, leased, or used by the District for any educational or District business purpose.

Any employee who has been conviction under any criminal drug status for a violation occurring in the workplace, as defined above, shall notify the supervisor within five (5) days thereof that such conviction has occurred.

As a condition of employment, each employee shall abide by the terms of the District policy respecting a drug-free workplace.

Any employee who violates this policy in any manner is subject to discipline, which may include, but is not limited to, dismissal.

Adopted: date of Manual adoption

LEGAL REF.:

A.R.S.

13-2911

13-3401 *et seq.*

15-341

41 U.S.C. 702, Drug-free workplace requirements for Federal grant recipients

21 C.F.R. 1308.11 *et seq.*

34 C.F.R. Part 85

CROSS REF. :

EEAEAA-Drug and Alcohol Testing of Transportation Employees



Northeast Arizona Technological Institute of Vocational Education

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NOTICE TO EMPLOYEES

YOU ARE HEREBY NOTIFIED that it is a violation of Policy GBEC for any employee to violate the law or District policy in the manufacture, distribution, dispensing, possession, or use, on or in the workplace, of alcohol or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance, as defined in scheduled 1 through V of section 202 of the Controlled Substance Act (21 U.S.C. 812) and as further defined by regulation at 21 C.F.R. 1308.11 through 1308.15.

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YOU ARE FURTHER NOTIFIED that it is a condition of your employment that you will comply with Policy GBEC, and will notify your supervisor of your conviction under any criminal drug statute for a violation occurring in the workplace, not later than five (5) days after such conviction.

Any employee who violates the terms of the District’s drug-free workplace policy in any manner is subject to discipline, which may include, but is not limited to, dismissal and/or referral for prosecution.

I have been provided with two (2) copies of this **Notice to Employees** for my review and signature. I understand that a signed copy will be placed in my personnel file.

Signature

Date

Print Name