



Book	Board Policy
Section	Chapter 7 - Human Resources (including former Article 4 - Personnel)
Title	Drug-Free Workplace
Code	BP 4500
Status	Active
Adopted	January 22, 1990

Foothill-De Anza Community College District recognizes the dangers of drug use in the workplace. It is, therefore, the policy of the District to provide a drug-free workplace.

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in the workplace or on District business is prohibited. Any violation of this policy by an employee of the District may result in (1) the district, at its option, requiring the employee to participate satisfactorily in a drug-abuse assistance or rehabilitation program; (2) disciplinary action, up to and including termination under applicable District policies and collective bargaining agreements.

Further, federal law requires that an employee notify the District of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. If the employee works in a program which receives money from a federal contract or grant, the District is required to notify the Federal contracting or granting agency within ten days of receiving notice of such a conviction and within thirty days to take appropriate disciplinary action, up to and including termination or to require the employee to participate satisfactorily in an approved drug-abuse assistance or rehabilitation program.

Employees who need drug counseling or rehabilitation are encouraged to use the employee assistance plan, if eligible, or contact one of the campus health offices for referral to a community counseling or rehabilitation program.

Approved 1/22/90