

**Policy 403.4-E  
Notice to Employees Regarding Substance-Free Workplace**

**You are hereby notified** that it is a violation of the substance-free workplace policy of the Linn-Mar Community School District for any employee to distribute, dispense, possess, use, or be under the influence of any alcoholic beverage, malt beverage, fortified wine, or other intoxicating liquor; or to unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, or any other controlled substance as defined in Schedules I through V of Section 202 of the Controlled Substances Act (21 USC § 812) and as further defined by Regulation 21, Code of Federal Regulations 1300.11 through 1300.15 and Iowa Code Chapter 124; before, during, or after school hours; at school; or in any other workplace location as defined below.

“*Workplace*” is defined as the site for the performance of work done in the capacity as an employee. This includes district facilities, other school premises, or district vehicles. “*Workplace*” also includes non-school property if the employee is at any school-sponsored; school-approved; or school-related activity, event, or function such as field trips or athletic events where students are under the control of the district or where the employee is engaged in school business.

Employees who violate the terms of the substance-free workplace policy may be required to successfully participate in a substance abuse treatment program approved by the board. The superintendent retains the discretion to discipline an employee for violation of the substance-free workplace policy. If the employee fails to successfully participate in such a program, the employee is subject to discipline up to and including termination.

**You are notified** that if you are arrested or cited for a criminal substance offense you shall notify your supervisor before reporting to regular duties or within 48 hours of arrest or citation.

**You are further notified** that you are required to notify your supervisor of your conviction of any criminal drug statute for a violation occurring in the workplace no later than five days after such conviction.

I, \_\_\_\_\_, have read and understand the substance-free workplace policy. I understand that if I violate the substance-free workplace policy I may be subject to discipline up to and including termination [*or I may be required to participate in a substance abuse treatment program*]. If I fail to successfully participate in a substance abuse treatment program, I understand that I may be subject to discipline up to and including

termination. I understand that if I am required to participate in a substance abuse treatment program and I refuse to participate I may be subject to discipline up to and including termination. I also understand that if I am convicted of a criminal drug offense, I must report the conviction to my supervisor within three days of the conviction.

I have received and read the above notice.

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Employee's Signature

Date

*This notice should be returned within 10 working days of the employee's initial date of employment.*

Reviewed: 9/14; 3/17; 4/20

Revised: 4/23

Related Policy: 403.4

IASB Reference: 403.05; 403.05-R(1); 403.05-E(1)