

DRUG-FREE WORKPLACE POLICY

P4201

As a recipient of occasional federal grants, the Westford Public School district is required to ensure a drug-free workplace. Unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, is prohibited in any District workplace, and any staff found to be using an illegal substance on WPS property or at any WPS-sponsored event is subject to discipline up to and including suspension or dismissal.

The superintendent shall ensure that staff in the district are made aware of the dangers associated with drug abuse, both the personal dangers and the implications of compromised job performance when under the influence of illicit or abused drugs. Staff shall be made aware of the District's policy of maintaining a drug-free work-place; available drug counseling, rehabilitation, and employee assistance programs; and the penalty that may be imposed on employees for drug abuse violations occurring in the workplace.

Any employee whose salary is covered in any amount by federal grant shall be required to sign a statement indicating an understanding of this policy and an agreement to notify the administration within five days of any drug related conviction. Should the administration receive such a notice, it shall notify the federal agency providing the grant within ten days after receiving notice of any conviction on school property. Additionally, the administration shall take one or both of the following actions within 30 days:

- Disciplinary action against such an employee, up to and including termination
- Mandated participation in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health law enforcement, or other appropriate agency.

REFERENCES

Federal Drug-Free Workplace Act of 1988

Policy Adopted: April 9, 2001
Policy Reviewed: September 2016
Policy Revised: September 26, 2016

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