



## **DRUG-FREE WORKPLACE ACT OF 1988**

This brochure has been developed and distributed by the Ozark City Board of Education in accordance with the compliance regulations of the Drug-Free Workplace Act of 1988. All employees must sign and return the "Acknowledgment" of the Board's Drug-Free Workplace Policy. Any questions concerning the policy should be addressed to the Federal Program Director at (334) 774-5197.

The following policy was adopted by the Ozark City Board of Education on June 13, 1989:

Drug abuse and use at the workplace are subjects of immediate concern in our society. These problems are extremely complex and ones for which there are no easy solutions. From a safety perspective, the users of drugs may impair the well-being of students, employees, the public at large, and result in damage to property. Therefore, it is the policy of this Board that the unlawful use of a controlled substance in the workplace is prohibited. Any employees violating this policy will be subject to discipline up to and including termination. The specifics of the policy are as follows:

1. The Ozark City Board of Education does not differentiate between drug users and drug pushers or sellers. Any employee who gives or in any way transfers a controlled substance to another person or sells or manufactures a controlled substance while on the job or on Board premises will be subject to discipline up to and including termination.
2. The term "controlled substance" means any drug listed in 21 U.S.C. 812 and other federal regulations. Generally, these drugs which have a high potential for abuse. Such drugs include, but are not limited to Heroin, Marijuana, Cocaine, PCP, and "Crack". They also include "legal drugs" which are not prescribed by a licensed physician.
3. Each employee is required by law to inform the Superintendent within five (5) days after he or she is convicted for violation of any federal or state criminal drug statute where such violations occurred on the Board's premises. A conviction means a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence by a judge or jury in any federal or state court.
4. The Superintendent or his designee must notify the United States Government Agency with which the contract was made within ten (10) days after receiving notice from the employee or otherwise receives actual notice of such a conviction.
5. If an employee is convicted of violating any criminal drug statute while in the workplace, he or she will be subject to discipline up to and including termination. Alternatively, the Board may require the employee to successfully finish a drug abuse program sponsored by an approved private or governmental institution.
6. As a condition of further employment on any federal government contract, law requires all employees to abide by this policy.

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Any employee with knowledge of someone with a drug or alcohol problem is encouraged to contact an approved private or governmental agency that sponsors a substance abuse program. The Ozark Office of the Wiregrass Mental Health System (774-9112) will provide assistance in securing this information.