



# BOARD POLICY

No. 309

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## DRUG FREE WORKPLACE

It is unlawful for employees of the Mendocino-Lake Community College District to manufacture, distribute, dispense, possess, or use a controlled substance while on District property, or while engaged in activities sponsored by the District. Employees found to be in violation of this policy shall be subject to disciplinary action, up to and including dismissal.

("Controlled substance" is defined in Schedules I through V of Section 202 of the Controlled Substances Act, 21 U.S.C. 812, and as further defined by regulation at 21 CFR 1300.11 through 1300.15.)

As a condition of employment, all employees shall be required to sign a statement which includes the following:

1. The District's policy of maintaining a drug-free workplace.
2. The dangers of drug abuse in the workplace.
3. The availability of any drug counseling, rehabilitation, and employee assistance program.
4. The penalties that may be imposed upon an employee for drug abuse violations occurring in the workplace.
5. The responsibilities of the District and the employee in the event of a criminal drug statute conviction for a violation occurring in the workplace.
6. An agreement to abide by the terms of the statement.

The District will provide information to employees on the dangers of drugs, and make a good faith effort to maintain a drug-free workplace.

*Adopted: September 6, 1989*