

DRUG-FREE WORK PLACE POLICY

It shall be the policy of NWBOCES and the Big Horn Basin Children's Center to have a drug-free work place and comply with the provisions of the Drug-Free Work Place Act of 1988.

Employees shall be notified of this policy of NWBOCES as follows:

a. NWBOCES shall publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance as defined in S202 of the Controlled Substance Act (21 USC 812) and W.S. S35-7-1011 through 1022 and amendments thereof, or the possession or use of alcohol, is prohibited by NWBOCES, in the work place or at any NWBOCES related event. Employees shall not be under the influence of alcohol or any controlled substance while at the work place or any NWBOCES-related activity. Any violation of this policy may result in suspension or termination of employment.

b. NWBOCES shall establish a drug-free awareness program which shall inform employees about:

- (1) the dangers of drug and alcohol abuse in the work place;
- (2) NWBOCES' policy of maintaining a drug and alcohol-free work place;
- (3) any available drug counseling, rehabilitation and employee assistance program; and
- (4) the penalties that may be imposed upon employees for drug abuse violations by the NWBOCES and potential criminal penalties.

c. All current employees of NWBOCES shall be given a copy of this policy and NWBOCES shall endeavor to give any future employees a copy of the policy. All employees are responsible for being aware of the drug free work place policies of NWBOCES which are available in the staff handbook and online at nwboces.com.

d. Every employee shall abide by the terms of this policy and shall notify his/her supervisor of any criminal, drug or alcohol statute conviction for a violation occurring in the work place or while attending or participating in a NWBOCES activity, not later than five (5) days after the conviction.

e. NWBOCES shall endeavor to notify the federal agency involved in any grant to NWBOCES involving the employee within ten (10) days after receiving actual notice of such conviction.

f. NWBOCES shall, within thirty (30) days after receiving notice of a conviction occurring in the work place or while at NWBOCES activity, of any criminal, drug or alcohol statute, take appropriate personal action against the employee up to and including termination of employment.

g. Unless the employee is terminated, the employee shall also be required to participate satisfactorily in a drug abuse or alcohol assistance or rehabilitation program approved for such purpose by federal, state or local health, law enforcement or other appropriate agency at the employee's own expense.

NWBOCES shall continue to make a good faith effort to maintain a drug and alcohol-free work place through implementation of this policy.

For purposes of the policy, "work place" is defined as the site for the performance of work done, including NWBOCES buildings or other NWBOCES premises, any NWBOCES-owned vehicle or any other NWBOCES-approved vehicle used to transport students or staff to and from NWBOCES or NWBOCES activities, or off NWBOCES property during any NWBOCES-sponsored or NWBOCES-approved activities.

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Adopted 11-02-02
Revised 3-27-13
Revised 11-17-16
Reviewed 10-27-21