

No. 551-AR

ANTIETAM S. D.

PROCEDURES FOR A DRUG-FREE WORKPLACE

1. All employes will receive a copy of the Drug-Free Policy as approved by the Board.
2. Each employe, as a condition of employment, will:
  - a. Abide by the terms of the policy
  - b. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
3. The District will notify Federal Agencies providing direct Federal Grant Funds to the District after receiving a Notice of Conviction by the employe or otherwise receiving actual notice after such conviction. This must be done within ten (10) days.
4. The District will take action within thirty (30) days with respect to any employe who is convicted. The action will include action as required by Act 191 of the Pennsylvania State Legislature of 1988 and the Federal Regulations implementing the Drug-Free Workplace Act of 1988.
5. The District will establish a drug/alcohol-free awareness program which will inform employes about the dangers of the drug/alcohol abuse in the workplace; the District's policy of maintaining a drug/alcohol-free workplace; the availability of drug/alcohol counseling, drug/alcohol rehabilitation, and employe assistance programs available; and the penalties that may be imposed upon employes for drug/alcohol abuse violations occurring in the workplace.

DEFINITIONS

1. Controlled Substance

This means a controlled substance in Schedule I through V of Section 202 of the Controlled Substance Act (21 USC812) and as further defined by regulation at 21 CFR1300, 11 through 1300.15. Examples include:

- a. Opiates (e.g., heroin, morphine, codeine, methadone)
- b. Cocaine
- c. Cannabinoids (e.g., marijuana, hashish)
- d. Amphetamines
- e. Barbiturates
- f. Other narcotics and hallucinogens (e.g., Phencyclidine (PCP), Methaqualone (Quaalude), Peyote (LSD)).
- g. Benzodiazepines (e.g., Valium, Librium)

2. Alcohol

This means, a beverage, either commercially or non-commercially produced, which contains alcohol, and includes, but is not limited to, beer, wine, whiskey, liquor, etc.

3. Conviction

This means a finding of guilt (including a plea of nolo contendere) or imposition of sentence or both by any judicial body charged with the responsibility to determine violations of Federal or State Criminal Drug Statutes.

4. Drug-Free Workplace

This means a site for the performance of work done in connection with a specific grant at which employees of the grantee are prohibited from engaging in the unlawful manufacturing, distribution, dispensing, possession or use of a controlled substance and/or alcohol.