

DRUG-FREE WORKPLACE POLICY

CAPS Education Collaborative will provide a drug-free workplace and certifies that it will:

1. Notify all employees in writing that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the CAPS workplace and specify the actions that will be taken against employees for violation of such prohibitions.
2. Establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace; CAPS policy of maintaining a drug-free workplace; and available drug counseling, rehabilitation, and the existence of employee assistance programs (if any); and the penalty that may be imposed on employees for drug abuse violations occurring in the workplace.
3. Make it a requirement that each employee whose employment is funded by a grant be given a copy of the statement as required.
4. Notify the employee in the required statement that as a condition of employment under the grant, the employee will abide by the terms of the statement, and will notify CAPS of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such a conviction.
5. Take one of the following actions within 30 days of receiving notice with respect to any employee who is so convicted: take appropriate personnel action against such an employee, up to and including termination; or require such employee to participate satisfactorily 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.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of all the provisions of this policy.

First Reading: March 12, 2014

Second Reading: May 14, 2014

Adopted: May 14, 2014