

**DRUG-FREE/ALCOHOL-FREE/TOBACCO-FREE WORKPLACE
POLICY**

It is the intent and obligation of the Mohawk Trail Regional School District to provide a drug-free/alcohol-free/tobacco-free work environment. No employee shall report to work under the influence of alcohol or illegal drugs. Employees are expected and required to report to work on time and in appropriate mental and physical condition for work.

The unlawful or unauthorized manufacture, distribution, dispensation, possess, or use of a controlled substance or the use of alcohol or tobacco on school premises is prohibited. Further, the unlawful or unauthorized manufacture, distribution, dispensation, possession, or use of a controlled substance, or unlawful use of alcohol or tobacco at, or in transit to school activities off school premises is also prohibited. Violation of this policy will result in disciplinary action up to and including termination and may have legal consequences. The Employee Assistance Program is available –on a confidential basis to employees and their immediate family members for all drug, alcohol, and tobacco abuse problems.

Employees must, as a condition of employment, abide by the terms of this policy and report any conviction under a criminal drug or alcohol statute for violations occurring on or off school premises while conducting school business. A report of a conviction must be made within five (5) calendar days of said conviction as mandated by the Drug-free Workplace Act of 1988.

Adopted: June 10, 1992

Revised: August 10, 2000

Mohawk Trail Regional School District Committee