

Hamilton County Board of Education

Monitoring: Review: Annually in September	Descriptor Term: Drug-free Workplace	Descriptor Code: 1.804	Issued Date: 12/16/04
		Rescinded:	Revised: 10/19/23

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2 No employee shall unlawfully manufacture, distribute, dispense, possess, or use on or in the workplace¹
3 any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled
4 substance, as defined in federal law. "Workplace" shall include any school building or any school
5 premise; any school-owned or any other school-approved vehicle used to transport students to and from
6 school or school activities; an off-school property during any school-sponsored or school-approved
7 activity, event, or function.

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9 As a condition of employment, each employee who is arrested, is indicted, has charge filed, is convicted,
10 pleads guilty, or pleads no contest as a result of a criminal drug offense shall provide notice of such no
11 later than 48 hours after the infraction. If the employee is engaged in the performance of a federal
12 program, the Chief Talent Officer shall, within ten (10) days of the above notice, notify the funding
13 agency of such conviction, arrest, indictment, or filed charges. Appropriate disciplinary action shall be
14 taken within thirty (30) days of the initial notice.

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16 Any employee who violates the terms of this policy shall be suspended and shall be subject to dismissal.²

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18 The Director of Schools or his/her designee shall be responsible for providing a copy of this policy to all
19 school system employees.

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Legal References:

- 26 1. Subtitle D Drug Free Workplace Act of 1988
27 2. 34 CFR 86.201

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29 Cross References:

- 30 1. Drug and Alcohol Testing, Employees-Board Policy 5.403
31 2. Drug and Alcohol Use, Students- Board Policy 6.307