

## **Administrative Bulletin**

To: All Employees

From: Jorge O. Ayala, Ed.D.  
Yolo County Superintendent of Schools

Re: DRUG-AND ALCOHOL-FREE WORKPLACE

In accordance with the requirements of the Drug-Free Workplace Act of 1988 and its accompanying regulations, this letter will serve to advise you that the office of the Yolo County Office of Education is a Drug- and Alcohol-Free Workplace. Because the county office receives federal grant funds (and/or because we are a federal contractor), we must certify that we are a drug- and alcohol-free workplace. As part of this clarification process, we are required to notify employees of the following:

*The unlawful manufacture, distribution, dispensation, possession or use of controlled substances in the workplace is prohibited. If you violate this prohibition, you will be subject to criminal prosecution and/or disciplinary action in accordance with our collective bargaining agreements, superintendent's policy, the California Education Code and all other applicable state and federal laws and regulations.*

Use of drugs and/or alcohol in the workplace not only may affect personal productivity and performance, but may also endanger the health, safety and welfare of the students, fellow employees, the public and the substance user. As a condition of employment, all employees shall abide by the superintendent's policy of maintaining a Drug- and Alcohol-Free Workplace. The "workplace" includes all premises where the activities of the county office are conducted and all places and in all vehicles where you or any other county office employee are performing assigned duties.

All employees who feel they have a substance usage or abuse problem are urged to voluntarily seek confidential assistance through rehabilitation programs. In this regard, you may wish to contact the Director, Human Resources, or the Regional Program Director, Healthy Kids Center for confidential assistance and information regarding such programs.

In the event you are convicted of any criminal drug statute violation (including a plea of *nolo contendere*) occurring in the workplace, you must notify the county office within five (5) days of the conviction. The county office is then required, within thirty (30) days of receiving such notice, to:

- Take appropriate personnel action against you, up to and including termination; and
- Require you to satisfactorily participate in a substance abuse assistance or rehabilitation program which has been approved by a federal, state or local health, law enforcement or other agency.

If you have any questions or wish to discuss the Drug- and Alcohol-Free Workplace policy, please contact the Director, Human Resources. Thank you for your cooperation and assistance in implementing this policy.