

Employment  
Series 400

Policy Title: Substance Free Work Environment Code No. 411

**Policy Statement**

Heartland AEA maintains a substance-free workplace. "Workplace" is defined as the site for the performance of work done in the capacity as employee. This includes school district facilities, other school premises or school district vehicles. Workplace also includes non-school property if the employee is at any school-sponsored, school-approved or school-related activity, event or function, such as field trips or athletic events where students are under the control of the school district or where the employee is engaged in school business.

**Scope of Policy**

No employee will unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of, in the workplace, any narcotic drug, hallucinogenic drug, amphetamine, barbituate, marijuana or any other controlled substance or alcoholic beverage as defined by federal or state law.

Workplace is defined as the site for the performance of work done in the capacity as an agency employee.

**Accountability Overview**

Employees shall abide by the terms of this policy respecting a substance free workplace and will annually review these guidelines as part of the staff handbook.

An employee shall notify his/her supervisor of the employee's conviction under any criminal drug statute for a violation occurring as defined above no later than five days after such conviction.

For their own protection and the protection of students, staff members are required to report immediately to their supervisor or an executive director any incidents of violation of this policy.

Date of Adoption:  
May 12, 2020  
Reviewed: \_\_\_\_\_  
Amended: \_\_\_\_\_