

MANCHESTER CITY SCHOOLS

Policy Manual

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The Board prohibits the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, illicit drug, or alcohol, as those terms are defined in state and federal law, in the workplace or school premises or as part of any of the Board's activities.¹

Employees who violate this prohibition shall be subject to disciplinary sanctions. Such sanctions may include referral to alcohol/drug counseling, rehabilitation programs or employee assistance programs, termination from employment with the Board, and referral to appropriate law enforcement officials for prosecution.

Compliance with these requirements and prohibitions is mandatory and is a condition of employment. As a further condition of employment, an employee shall notify the Board of any criminal drug statute conviction the employee incurs for a violation in the workplace no later than five (5) days after such conviction.

Within thirty (30) calendar days of receiving notice from any source of a conviction for any alcohol or other drug statute violation occurring in the workplace, the Board shall either (1) take appropriate personnel action against the employee, up to and including termination of employment or referral for prosecution; or (2) require the employee to participate satisfactorily in an alcohol/drug abuse assistance or rehabilitation program approved for such purposes by a state or local health agency, law enforcement agency or other appropriate agency.

A listing of alcohol/drug counseling, rehabilitation and reentry programs is available from the central office or from the state of Tennessee.

Legal References:

1. [PL 100-690 Subtitle D Drug Free Workplace Act of 1988.](#)

Cross References

[5.403 Drug and Alcohol Testing](#)
[6.3072 Student Alcohol and Drug Testing](#)