



**ARTICLE 3100 GENERAL PROVISIONS ALL PERSONNEL**

**BP 3111 Drug and Alcohol Free Workplace**

The guidelines required for federal contracts dealing with the drug and alcohol free workplace will apply to the entire campus.

1. The District will publish a statement notifying full-time employees that it is unlawful to manufacture, distribute, or possess a controlled substance in the workplace and that appropriate action will be taken against an employee violating this regulation.
2. The District will establish a Drug and Alcohol-Free Awareness Program for full-time employees which will:
  - A. Outline the dangers of drug and alcohol abuse in the workplace.
  - B. Describe the District's drug and alcohol counseling and rehabilitation program.
  - C. Identify the penalties that may be imposed for drug and/or alcohol use and violations occurring in the workplace.
  - D. Notify full-time employees that as a condition of employment, he or she will abide by the terms of the statement in paragraph number 1 above.
3. For those employees whose position is funded by Federal funds, the District will notify the employee of additional conditions of employment under the Drug Free Workplace Act of 1988, 34 CFR Part 5, Subpart F and will notify the proper federal agency regarding any violations of the Act.

*Reviewed and Adopted: 7/9/2001*