

THE FOLLOWING DRUG-FREE WORK PLACE POLICY NOT-WITHSTANDING, HEAD START EMPLOYEES ARE STILL AT-WILL EMPLOYEES.

GARRETT-KEYSER-BUTLER COMMUNITY HEAD START

DRUG FREE WORK PLACE

The Garrett-Keyser-Butler Community Head Start Policy council has set the following policy in place:

THE UNLAWFUL MANUFACTURE, DISTRIBUTION, DISPENSING, POSSESSION OR USE OF A CONTROLLED SUBSTANCE IS PROHIBITED IN ANY AREAS OF THE GARRETT-KEYSER-BUTLER COMMUNITY HEAD START PROGRAM LOCATIONS.

IT SHALL BE REQUIRED OF ALL EMPLOYEES THAT THEY NOTIFY THE HEAD START DIRECTOR OF ANY CRIMINAL DRUG STATUTE CONVICTION FOR A VIOLATION OCCURRING IN THE GARRETT-KEYSER-BUTLER COMMUNITY HEAD START PROGRAM LOCATIONS NO LATER THAN FIVE DAYS AFTER SUCH CONVICTION. THE DIRECTOR WILL INFORM THE POLICY COUNCIL WITHIN TEN DAYS AFTER RECEIVING NOTICE FROM AN EMPLOYEE OF A CONVICTION.

ANY SUCH CONVICTION AS MENTIONED ABOVE WILL RESULT IN THE POLICY COUNCIL TAKING IMMEDIATE ACTION WHICH MAY INCLUDE

- 1) TAKING APPROPRIATE PERSONNEL ACTION AGAINST SUCH EMPLOYEE, UP TO AND INCLUDING TERMINATION; OR
- 2) REQUIRING SUCH EMPLOYEE TO PARTICIPATE SATISFACTORILY IN A DRUG ABUSE ASSISTANCE OR REHABILITATION PROGRAM APPROVED FOR SUCH PURPOSES BY A FEDERAL, STATE, OR LOCAL HEALTH LAW ENFORCEMENT, OR OTHER APPROPRIATE AGENCY.

FURTHER, THE GARRETT-KEYSER-BUTLER COMMUNITY HEAD START PROGRAM WILL

- 1) PROVIDE TRAINING TO ALL EMPLOYEES CONCERNING THE DANGERS OF DRUG ABUSE IN THE WORKPLACE;
- 2) PROVIDE TRAINING REGARDING THE PROGRAM'S POLICY OF MAINTAINING A DRUG-FREE WORKPLACE;
- 3) PROVIDE TRAINING CONCERNING AVAILABLE DRUG COUNSELING, REHABILITATION, AND EMPLOYEE ASSISTANCE PROGRAMS, AND
- 4) EXPLAIN THE PENALTIES THAT MAY BE IMPOSED UPON EMPLOYEES FOR DRUG ABUSE VIOLATIONS OCCURRING IN THE WORKPLACE.

ALL EMPLOYEES OF THE GARRETT-KEYSER-BUTLER COMMUNITY HEAD START PROGRAM WILL RECEIVE A WRITTEN COPY OF THIS DRUG-FREE WORKPLACE POLICY, AND THE POLICY WILL BECOME A PART OF THE PERSONNEL POLICIES OF THE PROGRAM. THE POLICY WILL ALSO BE POSTED IN EACH CLASSROOM, STAFF ROOM, AND THE HEAD START OFFICE.