

**UNION COMMUNITY SCHOOL**

**NOTICE TO EMPLOYEES REGARDING DRUG-FREE WORKPLACE**

YOU ARE HEREBY NOTIFIED that it is a violation of the policy of this school district for any employee to unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance, as defined in schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation as 21 CFR 1300.11 through 1300.15 and Iowa Code Chapter 204.

"Workplace" is defined as the site for the performance of work done in the capacity as a school district employee. That includes a school building or other school premise; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; and off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

YOU ARE FURTHER NOTIFIED that it is a condition of your continued employment that you comply with the above policy or the school district will notify your supervisor of your conviction of any criminal drug statute for a violation occurring in the workplace, no later than five (5) days after such conviction.

Any employee who violates the terms of the school district's drug-free workplace policy shall successfully participate in a drug abuse assistance or rehabilitation program approved by the Board. If the employee fails to successfully participate in such a program the employee's contract shall not be renewed or the employee's employment may be suspended or terminated at the discretion of the Board.

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My signature is only verification that this notice was provided to me and that a signed copy of said notice has been placed in my personnel file as evidence of notification.

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Signature of Employee

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Date