

**NOTICE TO ALL EMPLOYEES-DRUG-FREE AND ALCOHOL-FREE
WORKPLACE**

The federal government has adopted various anti-drug regulations that require employers, including school districts, to take certain measures to ensure that the workplace is free from illicit drugs and alcohol. These regulations are included in the Drug-Free Workplace Act, the Drug-Free Schools and Communities Act and the NCLB Act Title IV, Part A, Safe and Drug-Free Schools and Communities.

As required by these acts, the Los Angeles Unified School District hereby notifies its employees as follows:

1. The manufacture, sale, distribution, dispensing, possession, or use of illicit and drug and alcohol is prohibited in any and all District workplaces;
2. Violation of Paragraph 1 by an employee will result in appropriate administrative or disciplinary action including, but not limited to, written reprimand, suspension, termination, and/or the requirement for satisfactory participation in and completion of a drug and alcohol abuse assistance or rehabilitation program;
3. Employees are required to notify the Employee Relations/Services Section, Human Resources Division at (213) 241-6591, of any criminal drug and alcohol statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction;
4. Within thirty (30) days of receiving the notice required by Paragraph 3, the District shall take appropriate administrative or disciplinary action, as specified in Paragraph 2.

For further information on the District's drug-free and alcohol-free workplace policy, see Bulletin 3630, Office of the Chief Operating Officer.

DO NOT REMOVE