DRUG-FREE WORKPLACE POLICY

To: All Gavilan College Employees

From: Human Resources

Re: Drug-Free Workplace

In compliance with the Federal Drug-Free Workplace Act of 1988, please read the Drug-Free Workplace Notice. Complete the bottom portion of this form and submit it to the Personnel Office. Keep a copy of the Drug-Free Workplace notice for your records.

substances (drugs) is prohibited in all District workplaces. Violation of this prohibition may result in disciplinary action, up to and including dismissal. Additionally, violation of this policy may constitute violation of the California Education Code and other State laws which may result in immediate suspension without pay in the event criminal charges are filed.

Employees are required to comply with the terms of this statement as a condition of employment to work under District programs funded and authorized by federal grant. Employees are further required to notify either their supervisor, Human Resources, or the Superintendent/President of any workplace violation(s) of a criminal drug statute within five days of the violation.

To: Human Resources

From: _____
Employee Name

This acknowledges that I have received the Drug-Free Workplace Notice required by the Federal Drug-Free Workplace Act of 1988.

_____ _____
Employee Signature Date