

II. PERSONNEL

POLICY #3

DRUG-FREE WORKPLACE

Lanikai Elementary Public Charter School is committed to maintaining a drug free workplace pursuant to the Federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities of 1989.

The unlawful manufacture, distribution, possession, sale, or use of any illegal drug or drug paraphernalia, the inappropriate use of any prescription drug, or the use of any alcohol on school premises by employees of Lanikai Elementary PCS is strictly prohibited.

Disciplinary action shall be imposed upon any employee who acts in violation of this prohibition. Employees may be placed on leave or leave-pending-investigation in accordance with the applicable collective bargaining agreement. Depending upon the severity of the violation, employees may be discharged.

As a condition of employment, all employees must abide by the terms of this policy. In addition, all employees must notify the school administrator of any workplace-related criminal drug conviction no more than five working days after such conviction. An employee's failure to comply with this provision may result in discharge from the school staff.

Any employee who suspects he or she may have an alcohol abuse problem is encouraged to seek assistance before the problem affects employment status. On Oahu, information regarding counseling services may be obtained from the State REACH program (Resource for Employee Assistance & Counseling Help) at 543-8445.

Adopted: April 9, 2008