

El Monte Union High School District
**DRUG, TOBACCO and ALCOHOL-FREE WORKPLACE
NOTICE TO EMPLOYEES**

It is a violation of the policy of the El Monte Union High School District for any employee at a school district workplace to unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any alcohol beverage, drug or controlled substance as defined in the Controlled Substance Act and Code for Federal Regulations.

“School district workplace” is defined as any place where school district work is performed, including a school building or other school premise; any school-owned or school approved vehicle used to transport students to and from school or school activities; any off-school sites when accommodating a school-sponsored or school approved activity or function, such as field trip or athletic event, where students are under district jurisdiction; or during any period of time when an employee is supervising students on behalf of the district or otherwise engaged in district business.

As a condition of continued employment in the district, you must comply with the District’s policies of Drug, Tobacco and Alcohol-Free Workplace and will, any time, you are convicted of any crime involving drug or alcohol statute violation occurring in the workplace, notify your supervisor of the conviction no later than five (5) days after such conviction.

Pursuant to California Education Code Sections 48901, all persons, including employees, students and all visitors to the District are prohibited from using tobacco products, including smokeless tobacco, within the District facility, its exterior grounds, inside any District vehicle or any other district workplace before, during or after school hours. Smoking cessation programs, clinics and community resources are available through our medical providers and are recommended to employees who wish to stop using tobacco products.

Pursuant to California Education Code Sections 44836 and 45123, the Board may not employ or retain in employment persons convicted of a controlled substance as defined in Education Code 44011. If any such conviction is reversed and the person acquitted in a new trial or the charge is dismissed, his/her employment is no longer prohibited.

Pursuant to California Education Code Sections 45123, the District may employ for classified service a person who has been convicted of a controlled substance offense only if it determines, from evidence presented, that the person has been rehabilitated for at least five years. The Board shall determine the type and manner of the presentation of the evidence, and the Board’s determination as to whether or not the person has been rehabilitated is final.

Pursuant to California Education Code Sections 44425, whenever the holder of any credential issued by the State Board of Education or the Commission for Teacher Credentialing has been convicted of a controlled substance offense as defined in Education Code 44011, the commission shall forthwith suspend the credential. Pursuant to Education Code 44065, the District may not employ non-certificated persons in positions requiring a certificate. When the conviction becomes final or when imposition of sentence is suspended, the commission shall revoke the credential.

Pursuant to Education Code 44940 and 45304, the District must immediately place on compulsory leave of absence any employee charged with involvement in the sale, use or exchange to minors of certain controlled substances. Additionally, pursuant to the same Education Code, any employee charged with certain controlled substance offenses must be placed on compulsory leave of absence.

The following employee assistance program is available:

**VEBA Employee Assistance Program (EAP)
1-888-625-4809**