

**ADMINISTRATIVE PROCEDURE 3550 PRESERVING A DRUG FREE ENVIRONMENT FOR EMPLOYEES**

The District is committed to providing its employees with a drug free workplace and campus environment. It emphasizes prevention and intervention through education.

**A. Employee Assistance Program**

The District has established an Employee Assistance Program to help employees manage life's challenges including drug dependency and alcohol abuse. Eligible employees are encouraged to contact the Employee Assistance Program for assistance especially in the case of drug dependency or alcohol abuse. The District will provide new eligible employees with a complete description of the employee assistance program and will annually remind continuing employees to seek assistance if needed.

**B. Prohibition of Drugs and Alcohol**

1. The unlawful manufacture, distribution, dispensing, possession or use of alcohol or any controlled substance is prohibited on District property, during District-sponsored field trips, athletic events, activities or workshops, and in any facility or vehicle operated by the District.
2. Violation of this prohibition will result in appropriate action up to and including termination of employment, and referral for prosecution, or, as permitted by law, may require satisfactory participation in an alcohol or drug abuse assistance or rehabilitation program.
3. As a condition of employment, employees must notify the District within five days of any conviction for violating a criminal drug statute while in the workplace. The District is required to inform any agencies that require this drug-free policy within ten days after receiving notice of a workplace drug conviction.
4. The District will annually notify its employees of the Prohibition of Drugs and Alcohol through the publication of the "Personal Safety Handbook."

**C. Administrative Responsibility**

The Vice Chancellor General Services shall establish internal operating procedures to ensure that any alleged violations of this policy and/or procedure by employees coming to the attention of Peralta Police Services are reported to the Vice Chancellor Human Resources.

Approved by the Chancellor: May 11, 2012