

ILLINOIS MATHEMATICS AND SCIENCE ACADEMY®

**SECTION G
PERSONNEL**

DRUG-FREE WORKPLACE

In order to assure a drug-free workplace at the Academy and to comply with the Federal Drug-Free Workplace Act of 1988, and to qualify for federal grants, the Academy hereby enacts this Drug-Free Workplace Policy.

The Academy is declared to be a Drug-Free Workplace. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the Academy's workplace while performing work for the Academy. Any violation of this prohibition by any employee of the Academy shall result in disciplinary action, including termination of employment.

The President of the Academy shall implement this policy in any manner which he/she sees fit, including the promulgation of rules and the implementation of drug awareness programs. The following action shall be taken by the President of the Academy to effectuate this purpose:

1. To create and maintain a drug-free awareness program to inform employees about:
 - a) the dangers of drug abuse in the workplace;
 - b) the Academy's policy of maintaining a drug-free workplace;
 - c) any available drug counseling, rehabilitation, and employee assistance programs; and
 - d) the penalties that may be imposed upon employees for drug abuse violations.
2. To ensure that all employees of the Academy receive a copy of this Drug-Free Workplace Policy. Failure to receive a copy of the Academy's Drug-Free Workplace Policy will be no excuse or defense to any violation of the provisions of the Academy's policy.
3. To ensure that, as a condition of employment at the Academy, the employee will:
 - a) Abide by the terms of the Drug-Free Workplace Policy; and
 - b) Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
4. To take any necessary disciplinary action against an employee convicted of a drug offense in the Academy's workplace within thirty (30) days after receiving notice of such conviction. The Academy shall also notify the appropriate federal agency from which it receives a federal grant of an employee conviction with ten (10) days of receiving notice of such conviction.

5. To impose a sanction on any employee who violates this policy. The sanction may be termination. The sanction also may require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program.

Definitions

For purposes of this Drug-Free Workplace Policy, the following definitions are applicable:

1. The term “*Drug-Free Workplace*” means a site for the performance of work done in connection with the Academy at which employees of the Academy are prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance.
2. The term “*employee*” means the employee of the Academy who is directly engaged in the performance of work for the Academy, including full or part-time employees, employees under contract, independent contractors and their agents and employees, student workers and temporary workers.
3. The term “*controlled substance*” or “*drugs*” shall be defined in accordance with Schedules I through V of Section 202 of the Federal Controlled Substances Act (21 U.S.C. 812). The term “conviction” is defined as a finding of guilt (including a plea of no contest or court supervision) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes.
4. The term “*criminal drug statute*” means a criminal statute involving manufacture, distribution, dispensation, use, or possession of any controlled substance.
5. The term “*federal agency*” shall mean any department, agency or unit of the federal government.
6. The term “*federal grant*” shall mean any grant from any federal agency.

ADOPTED: February 19, 1990
AMENDED: November 13, 2003

Illinois Mathematics and Science Academy
Acknowledgement of Receipt of Drug-Free Workplace Policy

I, _____, hereby acknowledge receipt of the

Academy's Drug-Free Workplace Policy and promise to abide by it.

(Print Employee's Name)

(Employee's Signature)

Date _____