



Hampton City Schools Administrative Center

ONE FRANKLIN STREET
Hampton, Virginia 23669-3570

Office of Human Resources
757-727-2300

TO: ALL HAMPTON CITY SCHOOLS EMPLOYEES
FROM: Robbin Ruth, Executive Director of Human Resources
DATE: May 22, 2015

RE: **MAINTENANCE OF A DRUG-FREE WORKPLACE**

As a part of the enacted Drug-Free Workplace Act of 1988, Public Law No. 100-690, employers seeking federal contracts and funding in excess of \$25,000 are required to certify that they will provide a drug-free workplace. Pursuant to the Act, HCS provides the following notification to its employees:

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the workplace is prohibited. Violations of this policy will subject an employee to disciplinary and/or remedial action as specified in our personnel policy up to and including discharge.

The school system has programs to inform employees about

- 1. the dangers of drug abuse in the workplace;*
- 2. the policy of maintaining a drug-free workplace;*
- 3. available drug counseling, rehabilitation and employee assistance programs;*
- 4. the penalties that may be imposed upon employees for drug abuse violations.*

Employees must, as a condition of employment, abide by the terms of this policy. Employees must notify their immediate supervisor of any conviction under a criminal drug statute for violations occurring in the workplace no later than five (5) days after such a conviction.

This Notice is given in compliance with the requirements of the Act. Other policies, rules, procedures or agreements regarding drug use remain in full force and effect.

Your strict observance of this federal regulation is required.