

**Personnel – All Personnel**

**TULARE COUNTY OFFICE OF EDUCATION  
DRUG AND ALCOHOL-FREE WORKPLACE  
NOTICE TO EMPLOYEES**

YOU ARE HEREBY NOTIFIED that it is a violation of county office policy for any employee at a county office workplace to unlawfully manufacture, distribute, dispense, possess, or use or be under the influence of any alcoholic beverage, drug, or controlled substance, as defined in the Controlled Substances Act and Code of Federal Regulations.

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

As a condition of your continued employment with the county office, you will comply with the county office policy on Drug and Alcohol-Free Workplace and will, any time you are convicted of any criminal drug or alcohol statute violation occurring in the workplace, notify your supervisor of this conviction no later than five (5) days after such conviction.

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

Pursuant to Education Code 45123, the county office may employ for classified service a person 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 County Superintendent shall determine the type and manner of presentation of the evidence, and the County Superintendent's determination is final as to whether or not the person has been rehabilitated.

Pursuant to Education Code 44425, whenever the holder of any credential issued by the State Board of Education or the Commission on 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 44940 and 45304, the county office 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 or charged with certain controlled substance offenses.

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Pursuant to Education Code 44940 and 45304, the county office must immediately place on compulsory leave of absence any employee charged with certain controlled substance offenses.

The following drug and alcohol counseling, rehabilitation, and/or employee assistance programs are available locally:

Kaweah Delta Employee Assistance Program  
1645 S. Court Street  
Visalia, CA 93277  
(559) 654-6027 or (800) 784-2255

Anthem EAP  
1-800-999-7222  
anthemeap.com  
Enter SISC

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Employee Signature

\_\_\_\_\_  
Date

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