

**Personnel – Certified / Non-Certified**

**ADMINISTRATIVE REGULATIONS ON  
DRUG FREE WORKPLACE**

**4118.232AR  
4218.232AR**

Employees who violate the provisions of Board of Education Policy 4118.232, Drug Free Workplace, will be subject to disciplinary action, consistent with applicable state and federal laws which may include the involvement of the Police Department and referral for criminal prosecution. Disciplinary action will include, at a minimum, a letter of reprimand and may include, but is not limited to, suspension or termination from employment. Enrollment and successful completion of an appropriate substance abuse rehabilitation program may be required at the discretion of the administration.

Employees of the Fairfield Public Schools shall report any suspected violation of Policy 4118.232, Drug Free Workplace, to an administrator or directly to the Superintendent of Schools. The Superintendent or designee will immediately investigate the allegation and meet with the alleged violator. Any disciplinary sanctions imposed will ensure that similar violations are treated similarly.

All employees will be notified of this policy on a yearly basis, and be made to recognize compliance is mandated.

Information about available drug and alcohol counseling, rehabilitation, and re-entry programs will be made available to employees.

8/27/2004