

**OUR CHILDREN'S ACADEMY
ADMINISTRATIVE PROCEDURE MANUAL**

SUBJECT: Drug Free Workplace

SECTION:

CRITERION:

INITIAL DATE: 12/05

REVISED:

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PROCEDURE:

In compliance with the Drug-Free Workplace Act of 1988, Sections 112.0455, 440.101, and 440.102, Florida Statutes, State of Florida Department of Labor and Employment Security, OCRC/OCA will publish an annual statement notifying employees that unlawful possession, use, or distribution of illicit drugs and alcohol by employees is prohibited. This includes any school-related activities away from or on OCRC/OCA premises.

Definition: a. "Controlled Substance" or "substance" means controlled substance as defined by Title 41, U.S. Code Section 706 or as defined by Section 893.02 Florida Statutes. B. "Drug Free Workplace" means any property, building, facility, site, location or place wherein employees engage in school-related activities or otherwise act within the scope of their employment.

The Executive Director/Principal shall immediately suspend any employee violating the policy, and the Executive Director/Principal is hereby directed to report any violation to the Board of Trustees for further action, which could result in termination of employment.

Failure by an OCRC/OCA employee to report a known violation of this policy will constitute an act of insubordination and willful neglect of duty. Employees need to be aware that compliance with this policy is mandatory and violators will be referred for prosecution.

Substance Testing: Drug testing will be conducted for active employees in the following instances:

- a. Reasonable cause to believe an employee is involved in substance abuse.
- b. Upon return from a substance abuse rehab program.
- c. As part of a random selection process for employees in predetermined departments and/or high-risk positions.

REFERENCE STANDARD:

CARF Standards Manual:

ACCOUNTABILITY:

Our Children's Rehab Center and Our Children's Academy Staff