



**Personnel Services and  
Human Resources Development**

## **STATEMENT TO EMPLOYEE**

### **RE: THE DRUG-FREE WORKPLACE POLICY**

1. "Workplace" is any location where an employee performs assigned duties on behalf of the District.
2. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the workplace.
3. The term "controlled substance" means a controlled substance in Schedules I through V of Section 202 of the Controlled Substances Act, 21 U.S.C. 812.
4. The term "conviction" means a finding of guilt, including a plea of nolo contendere, or imposition of sentence, or both by any judicial body charged with responsibility to determine violations of federal or state criminal drug statutes.
5. As a condition of employment in grant programs, subject to the Drug-Free Workplace Act of 1988, you will abide by the terms of this statement, and notify the Director of Personnel Services and Human Resources Development if you are convicted of violating any criminal drug statute for a violation occurring in the workplace no later than five days after such conviction.
6.
  - A. Pursuant to California Education Code Sections 87405 and 88022, the governing board of the Yuba Community College District (hereafter "District") may not employ or retain in employment persons convicted of a controlled substance offense as defined in Section 87011. If any such conviction is reversed and the person is acquitted of the offense in a new trial or the charges against him or her are dismissed, this section does not prohibit his or her employment.
  - B. The District may employ a person convicted of a controlled substance offense in a position requiring certification qualifications if such a person holds an appropriate credential issued by the Board of Governors of the California Community Colleges. Furthermore, the District may employ in a classified position a person convicted of a controlled substance offense if the District determines, from the evidence presented, that the person has been rehabilitated for at least five (5) years. The determination of the governing board as to whether or not the person has been rehabilitated is final.
7. "Controlled substance offense" as used in Education Code Section 87405, means any one or more of the following offenses:
  - A. Any offense in Sections 11350 to 11355, inclusive, (offenses involving controlled substances formerly classified as narcotics), 11366 (opening or maintenance of unlawful places), 11368 (forged or altered prescriptions), 11377 to 11382, inclusive, (offenses involving controlled substances formerly classified as restricted dangerous drugs), and 11550 (unlawful acts) of the California Health and Safety Code.
  - B. Any offenses committed or attempted in any other state or against the laws of the United States which, if committed or attempted in this state, would have been punished as one or more of the above-mentioned offenses.
  - C. Any offense committed under former Sections 11500 to 11503, inclusive, 11557, 11715 and 11721 of the California Health and Safety Code.
  - D. Any attempt to commit any of the above-mentioned offenses.
8. **DANGERS OF DRUG ABUSE IN THE WORKPLACE**  
Drug addiction is one of this country's major health problems. In a recent report, the National Institute of Drug Abuse stated that as many as six million workers in this country abuse drugs on a regular basis. Drug and alcohol abuse result in apathy, impaired judgment, lack of concentration and coordination, absenteeism, injuries, illness, ineffective supervision and destruction of property. Unfortunately, many problems may go unnoticed until a tragic incident occurs.

Employees who are drug users, as compared to non-users:

- A. Are at least three times as likely to be involved in accidents injuring self or others;
- B. Have more than twice as many absences lasting eight days or longer;
- C. Receive at least three times the average level of sick benefits;
- D. Are at least five times as likely to file a workers' compensation claim;
- E. Are at least seven times as likely to be the target of garnishment proceedings; and
- F. Function at 65% of their work potential.

9. Drug and alcohol abuse affects 1 out of 3 families. If you believe that you or someone in your family needs assistance the District has provided the following list of resources available for treatment and recovery:

Yuba-Sutter Mental Health  
1965 Live Oak Blvd.  
Yuba City, CA 95991  
530-822-7200

Human Behavior Associates  
1-800-937-7770  
www.callhba.com

Outpatient Substance Abuse Treatment  
530-822-3292

National Certified Crisis Hotline  
1-800-784-2433

Yolo County Mental Health  
530-666-8650

\*Pathways Recovery Program  
•Detoxification Center  
•Men's Recovery House  
•Women's Recovery House  
#2 Ninth Street  
Marysville, CA 95901  
530-742-6670

Mental Health Assoc of Yolo County  
530-756-8181

\*Pathways Recovery Houses are social models. Costs is on a sliding scale--\$400-600 per month. Minimum stay is 30 days.

Please sign the attached/below acknowledgment and return it to Personnel Services. Any questions regarding the District's Drug-Free Workplace Policy may be addressed to:

Al Alt, Director  
Personnel Services and Human Resources Development  
2088 N. Beale Road  
Marysville, CA 95901  
530-741-6976

Revised 2/2006

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**NAME:** \_\_\_\_\_

**A C K N O W L E D G M E N T**

**I have read the "Statement to Employee regarding the District's Drug-Free Workplace Policy".**

**EMPLOYEE:**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**