



## **Provo City School District Policy Series 5000: Personnel**

**5200 P1**

### **Drug-Free Workplace: Procedure**

District employees, volunteers, or patrons may not unlawfully manufacture, dispense, possess, distribute or be impaired in the workplace by alcohol or any controlled or counterfeit substance during working hours, on district property, while representing the district, or while operating a district vehicle, or while operating any vehicle while on duty, except where legally permissible.

The district will conduct testing for controlled substances and/or alcohol in compliance with federal and state law. Reasonable suspicion testing will be conducted in accordance with the drug and alcohol checklist associated with this policy.

No district employee, volunteer, or patron will use, distribute, or manufacture tobacco products or electronic cigarettes on district property, in district vehicles, while representing the district, or while attending any school-related activity.

As a condition of employment, Provo City School District employees are required to report his/her arrest, citation, other than for minor traffic offenses, or conviction to the Deputy Superintendent within 48 hours.