

**Policy 404.16**

**TERMS OF EMPLOYMENT**

**404.16**

**ADMINISTRATIVE PROCEDURE FOR BOARD DRUG FREE EMPLOYEE AND ENVIRONMENT**

Acknowledgement of understanding and receipt of board standards and policies prohibiting the unlawful possession, use, or distribution of illicit drugs and alcohol on the school premises or as a part of any of the school's activities.

I, the undersigned, do by affixing my signature hereto acknowledge that I understand the absolute prohibition of the District against any employee of the District engaging in unlawful possession, use, manufacture, or distribution of illicit drugs and alcohol on the school premises or as a part of any of the school's activities as defined by Board policy or administrative directive. I further understand by affixing my signature hereto that disciplinary sanctions up to and including my employment and referral of me for criminal prosecution may be imposed upon for any violation of these standards. I further agree to be bound by these standards and acknowledge that I have been fully notified and that all policies have been explained to my satisfaction and full understanding by appropriate school personnel. I further understand that compliance with these standards is mandatory and is a material term and condition of my employment by the District.

Dated the \_\_\_ day of \_\_\_\_\_

Signature of Employee

Adopted: February 8, 1999  
Reviewed: February 10, 2014