



**IMPERIAL VALLEY COLLEGE  
STUDENT EMPLOYMENT**

**DRUG FREE WORK PLACE POLICY**

In compliance with the regulations published January 31, 1989, of the Drug-Free Workplace Act of 1988, 34CFR, Part 85, Subpart F, the Imperial Community College District prohibits the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance by its employees in any of the district's workplaces/worksites. It will be the employee's responsibility to notify the district within five (5) days after conviction of criminal drug violation which occurred at the workplace. The following disciplinary action will be taken within 30 days by the district against any employee who violates these prohibitions:

1. Require satisfactory participation by the employee in drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency. **OR;**
2. Appropriate personnel action up to and including termination.

The district must notify the U.S. Department of Education within 10 days of receiving notification from an employee, or otherwise receiving actual notification of such a conviction.

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**EMPLOYEE CERTIFICATION**

**I have read and understood the Drug Free Workplace Policy of the Imperial Community College District and agree to abide by the terms of that policy.**

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Employee Signature

Date