

**DRUG-FREE WORKPLACE EXHIBIT**

**NOTICE TO EMPLOYEES AND VOLUNTEERS ENGAGED IN WORK ON FEDERAL GRANTS**

YOU ARE HEREBY NOTIFIED that it is a violation of Board of Education policy and administrative regulations of the Guilderland Central School District for any employee or volunteer engaged in work under a federal grant to unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any alcohol, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance, as defined in schedules I through V of Section 202 of the controlled Substance Act (21 USC 812) and as further defined by regulation at 21 CFR 1300.11 through 1300.15.

YOU ARE FURTHER NOTIFIED that the Board of Education policy with respect to the use of drugs in the workplace by employees or volunteers engaged in work under federal grants is set forth in policy #9320 and the accompanying regulation #9320-R.

YOU ARE FURTHER NOTIFIED that it is a condition of continued employment or volunteer status that each employee or volunteer engaged in work on any federal grant comply with the above policy and regulation and that any employee or volunteer engaged in such work who is convicted of violating a criminal drug statute for a violation occurring in the workplace shall notify his or her supervisor of the conviction, no later than five (5) calendar days after such conviction.

YOU ARE FURTHER NOTIFIED that any employee or volunteer who violates the term of the School District's Drug-Free Workplace Policy or administrative regulation may have his or her employment suspended or terminated, or his or her volunteer status terminated, as the case may be.

GUILDERLAND CENTRAL SCHOOL DISTRICT

By: \_\_\_\_\_  
Administrator for Human Resources

Reviewed September 25, 2001  
Revised and Reviewed January 5, 2010  
Reviewed March 3, 2020