

LAWRENCE COUNTY
SCHOOL  SYSTEM

LETTER TO ALL EMPLOYEES

The illegal use of drugs and the abuse of alcohol are problems that invade the workplace, endangering the health and safety of the abusers and those who work around them. The Lawrence County Board of Education is committed to creating and maintaining a workplace free of substance abuse without jeopardizing valued employees' job security.

To address this problem, the Lawrence County School System has developed a policy regarding the illegal use of drugs and the abuse of alcohol that we believe best serves the interests of all employees. Our policy formally and clearly states that the illegal use of drugs or the abuse of alcohol or prescription drugs will not be tolerated. As a means of maintaining our policy, we have implemented pre-employment and active employee substance abuse testing. This policy was designed with two basic objectives in mind. (1) employees deserve a work environment that is free from the negative effects of drugs and alcohol and the problems associated with their abuse, and (2) the Board of Education has a responsibility to maintain a healthy and safe workplace.

To assist us in providing a safe and healthy workplace, we maintain a directory of information on various means of employee assistance in our community, including but not limited to drug and alcohol abuse programs. Employees are encouraged to consult this directory which is located in the personnel policy handbook of The Lawrence County Board of Education. In addition, we will distribute this information to employees for their confidential use.

Please be advised that an employee whose conduct violates the Drug Free Workplace Policy will be disciplined up to and including termination.

It is important that we all work together to make our Lawrence County Schools a Drug Free Workplace as part of our continual efforts to provide a safer and more rewarding place to work.

Sincerely,

Michael Adkins
Interim Director of Schools

Employee Certificate of Agreement - TN Drug Free Workplace

I do hereby certify that I have received and read the Lawrence County Board of Education's drug free workplace and drug & alcohol testing for employees policies and have had the drug free workplace program explained to me. I understand that if my performance indicates it is necessary, I will submit to a drug and/or alcohol test. I also understand that failure to comply with a drug and/or alcohol testing request or a positive confirmed result from testing may lead to discipline up to and including termination of employment and/or loss of workers' compensation benefits.

*pursuant to T.C.A. Section 50-9-100 et. seq.

Name of Employee (please print)

Employee's Signature

Date