



Hampton City Schools Administrative Center

ONE FRANKLIN STREET  
Hampton, Virginia 23669-3570

Office of Human Resources  
757-727-2300

TO: ALL HAMPTON CITY SCHOOLS EMPLOYEES  
FROM: Robbin Ruth, Executive Director of Human Resources  
DATE: May 22, 2015

RE: **MAINTENANCE OF A DRUG-FREE WORKPLACE**

As a part of the enacted Drug-Free Workplace Act of 1988, Public Law No. 100-690, employers seeking federal contracts and funding in excess of \$25,000 are required to certify that they will provide a drug-free workplace. Pursuant to the Act, HCS provides the following notification to its employees:

*The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the workplace is prohibited. Violations of this policy will subject an employee to disciplinary and/or remedial action as specified in our personnel policy up to and including discharge.*

*The school system has programs to inform employees about*

- 1. the dangers of drug abuse in the workplace;*
- 2. the policy of maintaining a drug-free workplace;*
- 3. available drug counseling, rehabilitation and employee assistance programs;*
- 4. the penalties that may be imposed upon employees for drug abuse violations.*

*Employees must, as a condition of employment, abide by the terms of this policy. Employees must notify their immediate supervisor of any conviction under a criminal drug statute for violations occurring in the workplace no later than five (5) days after such a conviction.*

*This Notice is given in compliance with the requirements of the Act. Other policies, rules, procedures or agreements regarding drug use remain in full force and effect.*

*Your strict observance of this federal regulation is required.*