

**ADMINISTRATIVE POLICIES OF THE  
MILWAUKEE PUBLIC SCHOOLS**

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**ADMINISTRATIVE POLICY 6.12  
DRUG-FREE WORKPLACE**

All Milwaukee Public Schools workplaces and facilities shall be drug-free, safe working environments for all employees in accordance with the following.

(1) The manufacture, distribution, dispensing, possession, or use of controlled substances by employees is prohibited in school district buildings, on school premises, and in school-owned vehicles or any other school-approved vehicle used to transport students to and from school or school activities or off school property during any school-sponsored or school-approved activity, event, or function.

(2) All employees in the district shall abide by provisions of this policy. Employees engaged in the performance of a federal grant shall be required to notify the superintendent of any criminal drug statute conviction occurring in the workplace within five days of the conviction. The district administrator shall notify the appropriate federal agency.

(3) Any employee who violates this policy shall be disciplined, up to and including dismissal in accordance with the provisions of the current collective bargaining agreement or other procedures established by the Board for non-represented employees.

(4) Any employee convicted of a criminal drug statute violation occurring in the workplace and not dismissed by the district shall be required to satisfactorily participate in the district's employee assistance program. Failure to satisfactorily participate in such program shall result in disciplinary action, up to and including dismissal in accordance with provisions of the current collective bargaining agreement or other procedures established by the Board for non-represented employees.

(5) All district employees shall be informed of this policy, the dangers of drug abuse, the district's employee assistance program, and the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

**History:** Adopted 1-15-89; revised 3-29-95

**Previous Coding:** Admin. Policy GBKA, prior to May 1995; Admin. Policy 7.12, May 1995-August 1996

**Legal Ref.:** Drug-Free Workplace Act of 1988

**Cross Ref.:** Admin. Policy      6.10      Employee Assistance Program  
                                 6.13      Drug and Alcohol Testing

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