



Notification of Drug and Alcohol Testing

Part I – Notification

The District of Columbia Public Schools (DCPS) is committed to protecting the safety, health, and welfare of the young people in its charge as well as that of its employees. Towards that end—and pursuant to the Child and Youth, Safety and Health Omnibus Amendment Act of 2004 (“CYSHA”)—DCPS has established an Employee Mandatory Drug and Alcohol Testing Policy (“Policy”), which is included with this Notification of Drug and Alcohol Testing (“Notification”).

Under CYSHA, persons occupying “safety-sensitive” positions shall be subject to drug and alcohol testing under certain circumstances. A “safety-sensitive” position is defined as “employment in which the District employee has direct contact with children or youth; is entrusted with the direct care and custody of children or youth; and whose performance of his/her duties in the normal course of employment may affect the health, welfare, or safety of children or youth.”

This Notification serves to inform you that your position has been designated as “safety-sensitive.” Pursuant to this Policy, you will be required to participate in drug and/or alcohol testing upon reasonable suspicion of drug or alcohol use while on duty, before being permitted to return-to-duty after seeking drug or alcohol treatment, on a periodic basis as a follow-up to drug or alcohol treatment, and after an accident while on duty. Testing may begin 30 days following your receipt of this Notification.

As discussed in this Policy, employees who have a drug or alcohol problem will have an opportunity to seek treatment if they notify DCPS of such a problem within 30 days of receipt of this Notification. While engaged in treatment, employees shall be removed from their “safety-sensitive” duties and will not be subjected to drug or alcohol testing by DCPS, until after completing treatment. Employees who fail to disclose a drug or alcohol problem within 30 days of receipt of this Notification will be subject to testing and all related consequences.

All employees are expected to comply with the requirements of this Policy, including those who refuse to acknowledge receipt of the Policy. Employees who test positive for drugs or alcohol, without legitimate medical reason, or who refuse to submit to testing when so instructed, shall be subject to termination from DCPS.

Part II - Acknowledgment

By signing below, I acknowledge that I have received this Notification and the Policy.

EMPLOYEE NAME (PRINT CLEARLY)

LAST FOUR DIGITS OF SSN OR EMPLOYEE ID NUMBER

EMPLOYEE SIGNATURE

DATE

Part III – If the Employee Refuses to Sign Acknowledgement

The employee identified below has received this Notification and the Policy, but the employee has elected not to acknowledge receipt of these documents. By signing below, I attest that the employee identified below received this Notification and the Policy.

EMPLOYEE NAME (PRINT CLEARLY)

WITNESS NAME (PRINT CLEARLY)

WITNESS TITLE

WITNESS SIGNATURE

DATE