

**Greater Albany SD 8J**  
**Administrative Regulation**

Code: **IGAEB-AR**  
Approved: 7/02  
Revised: 8/13/07

**Drug, Alcohol and Tobacco Prevention, Health Education**

All district staff will receive the district publication “Drug-Free Workplace” at the time of hire. (The publication was distributed to all existing employees in the Spring 2001 and to all employees at their date of hire since then.)

The “Drug-Free Workplace” publication describes health effects of drug abuse and includes a list of assistance programs available to employees and phone numbers to call to request at no charge additional printed information about alcohol and drug abuse. Legal references for drug-related offenses in the state of Oregon are included in the publication along with a copy of Albany School Board Policy GBEC, Drug-Free Workplace.

Board policy IGAEB, Drug, Alcohol and Tobacco Prevention, Health Education and Board policy GBEC, Drug-Free Workplace will be shared with all staff.

Employees will be informed annually of the Employee Assistance Program available to them. Substance abuse counseling is among the possible types of counseling listed by the Employee Assistance Program.