

AHERA / RIGHT-TO-KNOW / DRUG-FREE WORKPLACE

In accordance with State and Federal laws and regulations, the School District of Colby is required to inform you of various regulations as they affect your employment. Please read the following information concerning workplace safety which our district must stipulate that you know.

ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA):

On October 22, 1986, President Reagan signed into law the Asbestos Hazard Emergency Response Act (AHERA). Under AHERA, the United States Environmental Protection Agency was directed to publish regulations that provide a framework for asbestos control in public and private schools. To comply with these regulations the School District of Colby has conducted an asbestos inspection of the district's school buildings. The District will continue to monitor and maintain the asbestos discovered during the inspection process. The inspection results and a Management Plan will be filed with the appropriate State agency and will be available for public review after September 7, 1988 at each school building and in the District Education Center.

WISCONSIN EMPLOYEE RIGHT-TO-KNOW LAW:

The Wisconsin Legislature enacted the Wisconsin Employee Right-to-Know Law in 1984, requiring the School District of Colby to annually inform all employees for their right-to-know about the chemicals used in their work place. At each work place, a notice has been posted informing employees of their rights under this regulation. A yearly training program is provided for all employees at the beginning of each school year.

To ensure the availability of information for the chemicals used in the work place, the District has compiled Material Safety Data Sheets (MSDS). Each MSDS provides information on a product's identity, hazardous ingredients, physical and chemical characteristics, physical hazards, health hazards, any special product information, special precautions, and spill/leak procedures. The MSDS are maintained in the principal's office in each school in the district. If you should require any additional information prior to the annual training program, please contact the office of the Superintendent, 223-2301.

DRUG-FREE WORKPLACE:

It is the intent of the Board of Education for the School District of Colby to maintain a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited on school property. As a condition of employment, employees must abide by this prohibition in accordance with Chapter 161 of the Wisconsin Statutes. Employees engaged in the performance of a grant which is received directly from the federal government are required to notify the superintendent in writing of any criminal drug statute conviction for a violation occurring in the workplace no later than five calendar days after such conviction. The superintendent will notify the appropriate Federal agency of the conviction as well as the Board of Education, which will consider disciplinary actions in accordance with the master agreement. Discipline may proceed up to and include termination, or may require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement or other appropriate agency. This section will serve as notification of the Board of Education policy. If you require further clarification regarding this policy or the disciplinary action

that may result for failure to adhere to this drug-free workplace policy, you may contact the superintendent.

Please sign below indicating that you have been informed of these notices. Thank you for assisting us in completing these requirements. If you have any question or concern, please feel free to contact me.

J. T. Downen, Supt.
School District of Colby



EMPLOYEE'S STATEMENT

I hereby acknowledge that I have been informed of the Wisconsin Employee Right-to-Know Law, the location of the District's Material Safety Data Sheets and the Federal AHERA guidelines. Also, I have been informed of the School District of Colby's policy commitment to maintain a drug-free workplace, and I understand that any failure to follow that policy may result in disciplinary action.

Employee's Signature

Date