

**PERSONNEL**

**BP 4250 County Office of Education Safety**

A. Employee Safety

Employee safety is a primary concern and a high priority of the El Dorado County Board of Education and the County Superintendent. The obligation of the County Superintendent is to provide and maintain safe working conditions and equipment at all times, to comply with standards prescribed by applicable state and local laws and regulations affecting employee safety, and to conduct regular and frequent education and training to develop safe attitudes and practices. Concern for safety must be a part of any function or work.

B. Violence-Free Workplace

The El Dorado County Superintendent of Schools and the County Board of Education have adopted a zero tolerance policy for workplace violence. Workplace violence is a growing nationwide problem which needs to be addressed by all employers and employees. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect employees or which occur on county or district property will not be tolerated.

Acts or threats of violence include conduct which is sufficiently severe, offensive or intimidating to alter the employment conditions or to create a hostile, abusive, or intimidating work environment. This prohibition against threats and acts of violence applies to all persons involved in county operation, including but not limited to personnel, contract, and temporary workers and anyone else on county property.

C. Drug Free Work Environment

The El Dorado County Office of Education shall provide and make a good faith effort to continue to maintain a drug free work environment. To that end, a statement shall be published and prominently displayed stating that it is unlawful to manufacture, dispense, distribute, possess, use, or be under the influence of a controlled substance during business or after school hours at school or in any other district work place.

D. Tobacco Free Work Environment

Tobacco use is prohibited in all facilities owned and/or operated by the El Dorado County Office of Education, including indoors, outdoors, and in all County Office of Education vehicles, whether located on or off the premises. Included in this prohibition is tobacco use in privately owned vehicles located on County Office of Education owned and/or operated property. This policy applies to employees, students, and the general public.

Legal Reference: E.C. §§ 1042, 35160-35160.2; L.C. § 6404.5 Federal Drug-Free Work Place Act of 1988, 20 U.S.C. 6083; 41 U.S.C. 701 et seq., 45 C.F.R. 76.100 et seq., 45 C.F.R. 76.630

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