



## MEMO

**TO:** Jon Ritchie, Dean Oborn, Doug Hurst, Janis Christensen,  
Jan Burrell, Paul Widdison, Bruce Jardine  
Superintendent Stephens

**FROM:** Larry Hadley

**DATE:** November 19, 2020

**SUBJECT:** Revised Policy 7300, 1<sup>st</sup> Reading

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We are updating Policy 7300, Employee Alcohol and Abuse Policy, to make it more clear the prohibited activities of employees as they relate to tobacco, alcohol, and substance abuse, and to clarify the sanctions for violation of the policy. We are asking the Board to approve this policy on 1<sup>st</sup> reading.