

ALCOHOL USE/DRUG ABUSE BY STAFF MEMBERS (Drug-Free Workplace)

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the district. The definition of a controlled substance shall be the same as that found in the policy regarding student alcohol use/drug abuse.

Observance of this policy is a condition of employment. A violation shall subject the employee to appropriate disciplinary action which may include termination and referral for prosecution. In appropriate circumstances and at the district's discretion, disciplinary sanctions may include the completion of an approved drug abuse assistance or rehabilitation program. Any such program shall be at the employee's expense. However, the district is not required to offer rehabilitation in lieu of termination or other discipline to any employee who has violated this policy.

An employee knowingly in the possession of or under the influence of alcohol or any controlled substance shall be suspended immediately by his principal or supervisor if such use or possession is:

1. On district property at any time.
2. At any school-sponsored or sanctioned activity or event off district property or en route thereto.
3. On the way to work.

An employee shall be suspended immediately after arrest for possession or for being under the influence of a controlled substance.

After investigation, the superintendent may reinstate the employee if it appears to be in the best interest of the district. The matter shall be reported to the Board of Education.

Pursuant to law, any employee who is convicted or pleads *nolo contendere* under any criminal drug statute for a violation occurring in the workplace shall notify the superintendent no later than five days after the conviction. The district has an obligation under federal law to notify the appropriate federal agency within 10 days after receiving notice of such conviction if there is a relationship between federal funds received by the district and the convicted employee's work site.

Awareness and prevention program

The superintendent shall establish an awareness program to inform employees about:

1. The dangers of drug and alcohol abuse
2. The board's policy of maintaining a drug-free workplace
3. Available drug and alcohol counseling, rehabilitation and employee assistance programs
4. Penalties that may be imposed upon employees for drug and alcohol abuse violations occurring in the workplace

The Board shall conduct a periodic review of its awareness and prevention program to determine its effectiveness, and implement appropriate changes.

Annual notification of employees

Information about the standards of conduct required by this policy shall be communicated to employees on an annual basis. All employees shall acknowledge receipt of this policy and related information.

Adopted August 28, 1990
Revised to conform with practice: date of manual adoption
Revised July 24, 2001
July 22, 2008
October 28, 2008

LEGAL REFS.: 20 U.S.C. §7101(Safe and Drug-Free Schools and Communities)
21 U.S.C. §812 (definition of controlled substance)
41 U.S.C.§§701 and 702 (Drug-Free Workplace Act of 1988)

CROSS REFS.: EEAEAA*, Drug And Alcohol Testing For Bus Drivers
GCQF, Discipline, Suspension and Dismissal of Professional Staff Members
GDQD, Discipline, Suspension and Dismissal of Support Staff Members
JICH, Drug and Alcohol Use by Students