

SUBSTANCE-FREE WORKPLACE REGULATION

If the superintendent and/or the superintendent's designee suspects an employee has a substance abuse problem, the following procedures shall be followed:

1. Identification – The superintendent or the superintendent's designee shall document the evidence which leads the superintendent or the superintendent's designee to conclude the employee has violated the Substance-Free Workplace policy. After the superintendent has determined that there has been a violation of the Substance-Free Workplace policy, the superintendent shall discuss the problem with the employee.
2. Discipline – If, after the discussion with the employee, the superintendent determines there has been a violation of the Substance-Free Workplace policy, the superintendent may recommend discipline up to and including termination or may recommend the employee seek substance abuse treatment. If the employee refuses to participate in a substance abuse treatment program or if the employee does not successfully complete a substance abuse treatment program, the employee may be subject to discipline up to and including termination.
3. Conviction – If an employee is convicted of a criminal drug offense committed in the workplace, the employee must notify the employer of the conviction within five (5) days of the conviction.

Approved: April 5, 2004
Reviewed: May 11, 2015
Revised: