

Substance-Free Workplace

No employee engaged in work for the Agency shall unlawfully manufacture, distribute, dispense, possess, or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance *or look alike* or alcohol as defined by federal or state law.

Workplace is defined as the site for the performance of work done in the capacity as an Agency employee. That includes an Agency/school building or Agency/school premise; and Agency/school-owned vehicle or an Agency/school-approved vehicle used to transport students to and from Agency/school or Agency/school activities; and off Agency/school property during an Agency/school sponsored or Agency/school approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the Agency/school district.

Employees shall notify their supervisor of the employee's conviction under any criminal drug statute for a violation occurring in the workplace as defined above no later than five (5) days after such conviction.

Employees shall abide by the terms of this policy respecting a substance-free workplace. An employee who violates the terms of this policy shall successfully participate in a substance abuse assistance or rehabilitation program approved by the board. If the employee fails to successfully participate in such a program, the employee's contract shall not be renewed or employment may be suspended or terminated, at the discretion of the board.

Sanctions against employees, including nonrenewal, suspension, and termination shall be in accordance with prescribed Agency administrative regulations and procedures.

The Assistant Chief Administrator/Director of Human Resources shall be responsible for publication and dissemination of this policy to each employee. In addition, the Assistant Chief Administrator/ Director of Human Resources shall oversee the establishment of a substance-free awareness program to educate employees about the dangers of substance abuse and make them aware of available substance counseling programs. This program may be used as one method to inform employees of the substance-free workplace policy and the penalties which may be imposed for its violation.

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