



Section: ADMINISTRATIVE EMPLOYEES
Title: DRUG AND SUBSTANCE ABUSE
Adopted: February 20, 1996
Revised: December 18, 2001

334. DRUG AND SUBSTANCE ABUSE		
1. Purpose	<p>The Joint Operating Committee recognizes that the misuse of drugs and alcohol is a serious problem with legal, physical and social implications for the whole school community. As such, the Joint Operating Committee is very much concerned about the problem that may be caused by drug use by employees, especially as the use relates to the safety, efficiency and productivity of the employee.</p>	P.L. 100-690
2. Definition	<p>For the purposes of this policy, a controlled substance shall be defined as any substance listed as illegal or controlled under current applicable State laws.</p> <p>“Conviction” shall be defined as finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statute. Any employee convicted of possession of a controlled substance with the intent to distribute shall be terminated from his/her employment with the district.</p> <p>“Criminal drug statute” shall be defined as a federal or non-federal criminal statute involving the manufacture, distribution, dispensing, use or possession of any controlled substance.</p> <p>“Substance free workplace” shall be defined as the site for the performance of work at which employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance.</p> <p>A statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the employee’s workplace shall be provided by the Administrative Director and shall specify the actions that will be taken against the employee for violation of this policy.</p> <p>The Joint Operating Committee requires that each employee be given a copy of the statement and notification to the employee that, as a condition of employment, the employee will abide by the terms of the statement and notify the district of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.</p>	PS 35 Sec. 780 101 et. seq.

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The school shall be responsible for taking one of the following actions within thirty (30) days of receiving notice, with respect to any convicted employee.

The school shall take appropriate personnel action against such an employee, up to and including termination and/or require the employee to participate satisfactorily in a drug abuse or alcohol assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency.

In establishing a drug and alcohol free awareness program, the Administrative Director shall inform employees about:

- The dangers of drug and alcohol abuse in the workplace;
- The district's policy of maintaining a Substance Free workplace;
- The availability of drug counseling, drug rehabilitation and employee assistance programs available; and
- The penalties that may be imposed upon employees for drug or alcohol abuse violations occurring in the workplace.

The school shall make a good faith effort to continue a drug and alcohol free workplace through the implementation of this policy.

