

## STAFF PERSONNEL

### Series 400

POLICY TITLE SUBSTANCE-FREE WORKPLACE REGULATION

No. 403.5R1

If an employee is suspected of having a substance abuse problem the district will follow these procedures:

1. **Identification** - the Executive Director of Human Resources will document the evidence the Executive Director of Human Resources has which leads the Executive Director of Human Resources to conclude the employee has violated the Substance-Free Workplace policy. After the superintendent has determined there has been a violation of the Substance-Free Workplace policy, the Executive Director of Human Resources will discuss the problem with the employee.
2. **Discipline** - if, after the discussion with the employee, the Executive Director of Human Resources 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. Participation in a substance abuse treatment program is voluntary.
3. **Failure to participate in referral** – 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.
4. **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 days of the conviction.

Date Approved: May 22, 2017