

STAFF PERSONNEL

Series 400

ADMINISTRATIVE REGULATION SUBSTANCE-FREE WORKPLACE No. 403.5R1

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

1. **Identification** - the Director of Human Resources will document the evidence the Director of Human Resources has which leads the 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 Director of Human Resources will discuss the problem with the employee.
2. **Discipline** - if, after the discussion with the employee, the 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 three business days of the conviction.

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