

# Series 400 – Employees

Policy Title: SUBSTANCE-FREE WORKPLACE REGULATION

Policy Code No. 408.8R

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A Superintendent/designee who suspects an employee has a substance abuse problem will follow these procedures:

1. Identification – the Superintendent/designee will document the evidence the Superintendent/designee has which leads the Superintendent/designee to conclude the employee has violated the Substance-Free Workplace policy. After the Superintendent/designee has determined there has been a violation of the Substance-Free Workplace policy, the Superintendent/designee will discuss the problem with the employee.
2. Discipline – if, after the discussion with the employee, the Superintendent/designee determines there has been a violation of the Substance-Free Workplace policy, the Superintendent/designee may recommend discipline up to and including termination. Participation in a substance abuse treatment program is voluntary.
3. Conviction – if an employee is convicted of a controlled substance or alcohol offense, the employee must notify the employer of the conviction within five days of the conviction.

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Review Date

Revision Date

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