

**ALCOHOL AND DRUG FREE WORKPLACE  
AND DRUG TESTING**

**Alcohol and Drug Free Workplace:** Student and employee safety is of paramount concern to the Board. Employees under the influence of alcohol, drugs, or controlled substances are a serious risk to themselves and to other employees. The Board hereby commits itself to a continuing good faith effort to maintain a drug-free workplace. The Administration shall provide a copy of this policy to all present and future employees, and each employee of this District is hereby notified that, as a condition of employment, the employee must abide by the terms of this policy.

While on District property or engaged in District activities, employees of the District shall not manufacture, use, possess, sell, distribute, or be under the influence of drugs, controlled dangerous substances, or alcohol (including low-alcohol beer). Any person who has a reasonable belief to suspect that an employee on District property or engaged in District activities may be under the influence of or in possession of controlled dangerous substances or alcohol shall report the belief to the employee's supervisor or the Superintendent. When it is evident that an employee has consumed alcoholic beverages or used illegal drugs off District property and/or before a District activity, the employee shall not be allowed on District property and/or shall not be allowed to participate in District activities. Any employee who violates this policy may be subject to disciplinary action which may include suspension, demotion, dismissal, non-reemployment, or termination.

Each employee shall notify the Superintendent, or the Superintendent's designee, of any criminal drug statute conviction for a violation occurring in or on the premises of this District or while engaged in regular employment. Such notification must be made to the Superintendent, or the Superintendent's designee, no later than five (5) days after conviction. The Superintendent, or the Superintendent's designee, shall provide notice of such violation to the Impact Aid Program, United States Department of Education, or other appropriate government agency within ten (10) days after the Superintendent, or the Superintendent's designee, receives such notification. Within thirty (30) days following receipt of the above notification, the District shall take appropriate disciplinary action which may include termination or require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program; provided that nothing herein will preclude the District from taking disciplinary action prior to any such notice when cause exists.

Each employee shall have an opportunity to attend a drug-free awareness program at which employees shall be informed about the dangers of drug abuse in the workplace, available drug counseling, rehabilitation, employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace. The Board

recognizes that employees who have a drug abuse problem should be encouraged to seek professional assistance. An employee who requests assistance shall be referred to a treatment facility or agency in the community if such facility or agency is available.

**Alcohol and Drug Testing:** Drug and alcohol testing of employees may be conducted in accordance with applicable federal and/or state law as set forth in Administrative Regulations. The District shall comply with the Omnibus Transportation Testing Act of 1991, which helps to prevent accidents and injuries resulting from misuse of alcohol and controlled substances by employees who serve in safety-sensitive positions.

Adopted: March 2, 2015

Revised: