

EMPLOYEES

Series 400

Policy Title: SUBSTANCE-FREE WORKPLACE REGULATION Code No. 403.6R

A superintendent who suspects an employee has a substance abuse problem shall follow these procedures:

1. **Identification** – the superintendent shall document the evidence which leads to the conclusion that the employee has violated the Substance-Free Workplace policy. If there has been a violation of the Substance-Free Workplace policy, the superintendent shall discuss the problem with the employee.
2. **Discipline** – if, after the discussion with the employee, the superintendent 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 see substance abuse treatment. Participation in a substance abuse treatment program is voluntary.
3. **Failure to participate in referral** – if the employee refuse 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.

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