

SUBSTANCE-FREE WORKPLACE REGULATION

If a substance abuse problem is suspected, the following procedures will be followed.

1. Inform your direct supervisor.
2. **Identification** - the superintendent or designee will document the evidence which led the superintendent or designee to conclude the employee has violated the Substance-Free Workplace policy. After the superintendent or designee has determined there has been a violation of the Substance-Free Workplace policy, the superintendent or designee shall discuss the problem with the employee.
3. **Discipline** - if, after the discussion with the employee, the superintendent or designee determines there has been a violation of the Substance-Free Workplace policy, the superintendent or designee 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.
4. **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.
5. **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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