

## **Drug Free Workplace**

The School Board recognizes that alcoholism and drug dependency are treatable diseases. Left untreated, they may result in serious personal and family problems. At the same time, the Board is also seriously concerned about the effects of alcohol and drug dependency upon an employee's job performance. Accordingly, the Board has adopted the following policy applicable to all school system employees.

The Board will be supportive of any employee who seeks assistance or who is asked to seek assistance by the Board for such a problem. The RSU 40/MSAD 40 Board and Administration are committed to establishing a helping relationship with those employees who endeavor to recover from this illness or who wish to discuss the possibility that they have a chemical use problem.

Requests for self-referral or concerns regarding a colleague should be directed to the Superintendent or designee. Neither supervisors nor other representatives have qualifications to diagnose alcoholism/drug dependency. Therefore, referral for diagnosis and treatment will be based on job performance. District employees who are diagnosed will receive the same consideration and opportunity for treatment which is extended to employees with other types of illness. While under treatment, employees with the illness of chemical dependency will qualify for the same employee benefits and group insurance coverages that are provided for other medically-certified illnesses with established employee benefit plans and programs.

It is understood that information exchanges between the employee and the professional counselor will be kept confidential between the two, unless the employee chooses to release the information. No documentation pertaining to an employee's condition and/or treatment will be placed in the employee's personnel file, excluding issues related to job performance.

This policy does not preclude the rights of any employee to due process, including employee rights outlined in existing labor/management agreements. Nothing in the above statement of policy is to be interpreted as a waiver of management's responsibility to maintain discipline, or the right to take disciplinary measures within the framework of agreements or the code of the school district in the case of misconduct that may result from alcoholism/drug dependency.

Employees are prohibited from using, possessing, distributing, or selling alcohol or scheduled drugs (as defined in Title 17-A 1101) while in school, on school premises, at any school facility, at any school-sponsored activity or in a school vehicle. Employees are also prohibited from attending their place of work while under the

influence of scheduled drugs or alcohol, or using drugs or alcohol under any circumstances which create a situation in which his/her ability to carry out his/her normal or scheduled job functions is impaired. Compliance with these standards of conduct is mandatory.

Responsible use of prescription drugs by the person to whom the drugs are prescribed does not fall within the scope of this policy.

Any employee who violates the above standards of conduct will be disciplined. Discipline for a violation will include, at a minimum, suspension of the employee from one to five days without pay, but may include other disciplinary sanctions, up to and including termination. The disciplinary sanctions that may be imposed upon employees who violate these standards of conduct include, but are not limited to, the following:

1. Suspension without pay;
2. Mandatory clinical assessment at the employee's expense;
3. Reassignment of job responsibilities;
4. Mandatory completion of an approved course of treatment;
5. Non-renewal of contract; and/or
6. Termination of employment.

Violations of the standards of conduct that involve sales or distribution of alcohol or scheduled drugs also may be referred to law enforcement authorities for prosecution.

The Superintendent may, at his/her option, reassign or suspend an employee with pay during the course of an investigation relating to allegations that the above standards of conduct have been violated. In the event that no misconduct has occurred, no record of such suspension or reassignment will appear in the employee's records.

*This is a required policy.*