

GUIDELINES FOR ALCOHOL AND/OR OTHER DRUG USE FOR EMPLOYEES

1. Inservice of staff

The District Administrator shall develop periodic inservices for employees that include but are not limited to:

- signs and symptoms of alcohol/drug use in adolescents and adults; such symptoms may include, but are not limited to, slurred speech, glassy eyes, staggering, loss of balance, dizziness, drowsiness, excitability, disorientation, confusion, aggressiveness, rapid mood swings, and/or the odor of alcohol or other strange odors, such as that of marijuana;
- types of drugs, their effects;
- laws, rules and regulations relating to alcohol/drug use in society;
- the use and reliability of alcohol/drug tests;
- school district policy relating to alcohol and/or other drug use in or on District property or school-sponsored activities; resources available to individuals.

2. Relationships with Employee Assistance Program (EAP)

When an employee is in violation of this policy, on the job, in District facilities, vehicles, on school grounds, or while at a school-sponsored activity, the supervisor shall refer the employee to the EAP in writing. No person may substitute the referral to an EAP for a verbal or written warning, a suspension or a recommendation of termination or discipline.

3. Prescription Medications

When an employee is under the influence of a prescription medication or medication that contains alcohol and the employee believes may affect his/her behavior, the person may let his/her administrator/supervisor know to avoid any misunderstandings.

To protect confidentiality, the employee may, at his/her discretion, give permission for the supervisor to be in contact with his/her physician only by a formal release of information.

4. Disciplinary Procedures for Employees

Where a District employee is in violation of this policy, the administrator in charge shall consult with the District Administrator to determine the appropriate consequences and possible referrals for assistance and to law enforcement.

The District Administrator shall consult all applicable collective bargaining agreements when determining any consequences as a result of a violation of this policy.

The possession, sale, transfer and/or manufacture of illegal drugs, drug paraphernalia (as defined in state statutes), or controlled substance on school grounds or in school facilities or vehicles, or at school-sponsored events will be grounds for immediate policy involvement and disciplinary action including dismissal.

5. Emergency Work Assignments

If an employee is on-call the provision of no alcohol use does not apply. If an employee is called in outside of regularly scheduled hours on an emergency basis (to repair damage to buildings, to respond to police calls or other emergency assignments) and he/she feels or believes he/she may be under the influence, impaired or feels that he/she is unable to perform his/her duties, he/she may refuse such emergency or extra work.