

1<sup>ST</sup> READING: 1/8/2015  
2<sup>ND</sup> READING: 2/5/2015  
ADOPTED: 2/5/2015

---

**Alcohol and Drug-Free Workplace**

**1. POLICY**

It is the policy of the Barre Supervisory Union to maintain a workplace free of alcohol and drugs. No employee, volunteer or work study student will unlawfully manufacture, distribute, dispense, possess or use alcohol or any drug on or in the workplace. Nor shall any employee, volunteer or work study student be in the workplace while under the influence of illegal drugs or alcohol. If there are reasonable grounds to believe that an employee, volunteer or work study student is under the influence of illegal drugs or alcohol while on or in the workplace, the person will be immediately removed from the performance of his or her duties.

**2. DEFINITIONS**

**Drug** means any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance as defined by state or federal statute or regulation.

**Workplace** means the site for the performance of work for the Supervisory Union, including any school building or any school premises and any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities. It also includes off school property during any school-sponsored or school-approved activity, event or function such as a field trip or athletic event, where students are under the jurisdiction of a school district in the Supervisory Union.

**Employee** means all persons directly or indirectly compensated by the Supervisory Union, and all employees of independent contractors, who provide services to the Supervisory Union or its member school districts.

**Volunteer** means an individual not employed by the Supervisory Union who works on an occasional or regular basis in the school setting to assist the staff. A volunteer works without compensation or economic benefits provided by the Supervisory Union.

**Work Study Student** means a student who receives compensation for work performed at the Supervisory Union or a school as part of a college work experience program. For purposes of this policy, an intern or student teacher working without pay, will be considered as a work study student.

### **3. EMPLOYEE RESPONSIBILITIES**

As a condition of employment, each employee will notify the Superintendent in writing of his or her conviction of any criminal drug statute for a violation occurring on or in the workplace as defined above. The employee must notify the Superintendent no later than five days after such conviction. Entry of a *nolo contendere* plea shall constitute a conviction for purposes of this policy, as will any judicial finding of guilt or imposition of sentence. Within 10 days of notification from an employee, or receipt of actual notice of an alcohol or drug conviction, the Superintendent will notify any federal or state officers or agencies legally entitled to such notification.

An employee, volunteer or work study student who violates the terms of this policy may be asked to satisfactorily complete an alcohol or drug abuse assistance or rehabilitation program approved by the Superintendent. In addition, an employee who violates the terms of this policy will be subject to disciplinary action, including but not limited to non-renewal, suspension or termination at the discretion of the Superintendent or, if required, the Board.

### **4. EMPLOYER RESPONSIBILITIES**

The Superintendent, or his or her designee, shall develop and implement procedures necessary to ensure compliance and enforcement of this policy.