

Addison Central School District

Policy: Alcohol and Drug-Free Workplace

File Code: B3

Warned: November 8, 2016

Adopted: November 21, 2016

Policy

It is the policy of the Addison Central School District 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 in the workplace. No employee, volunteer, or work study student shall 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.

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 school district, 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. Workplace also includes off school property during any school-sponsored or school-approved activity, event, or function such as a field trip or athletic event at which students are under the jurisdiction of the school district.

Employee includes all persons directly or indirectly compensated by the school district for providing services to the district as well as all employees of independent contractors who provide services to the district.

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

Work study student means a student who receives compensation for work performed at the school as part of a college work experience program. For purposes of this policy, an intern, working without pay, will be considered to be a work study student. A student working toward a teaching credential who may be placed at a school as a student teacher is not a work study student.

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 required 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.

Legal Reference(s):

49 U.S.C. §§ 5331, 31306 (Omnibus Transportation Employee Testing Act of 1991)

49 C.F.R. Parts 40, 382, 391, 392, 395 and 653

21 V.S.A. 511 et seq.