

I. PURPOSE

The purpose of this Policy is to address employee drug and alcohol use and its effect on the workplace and an employee's performance of work duties.

II. GENERAL STATEMENT OF POLICY

- A. All District Employees are expected to be in suitable condition to be at work, performing their jobs safely and satisfactorily, and behaving appropriately to the school setting. All District Employees are expected to refrain from being under the influence of alcohol or other drugs on the premises or while responsible for performing duties for the District.
- B. No District Employee shall report to work under the influence of alcohol, marijuana, THC, or controlled substances not appropriately prescribed for the Employee's use. No District employee shall report to work under the influence of any other drug or controlled substance, even if appropriately prescribed for the employee, which affects the Employee's alertness, coordination, reaction, response, judgment, decision-making or safety.

The following are minimum times after consumption of a substance before which an employee should not return to work. These are minimum times – the actual required time needed for a substance to no longer have an effect on the employee's work performance may be longer.

Alcohol – 4 hours

Smoked or vaped THC – 6 hours

Edible THC – 12 hours

Other controlled substances or toxic substances are not listed according to minimum times after consumption. Rather, it is expected that the employee will refrain from work until enough time has elapsed after consumption so that the substance no longer has a potential effect on the employee's behavior or work performance.

- C. Prescription drugs appropriately prescribed for the employee's use:
 - 1. General Provision: If the prescription drug may impair the employee's mental or physical functioning, an employee taking such a prescription drug is encouraged to inform the employee's supervisor of the employee's use of the prescription medication. The employee and supervisor will evaluate the employee's work responsibilities in an effort to determine whether the employee may safely perform the duties and to determine whether any precautionary or contingent procedures should be considered.
 - 2. Safety-Sensitive Provision: An employee in safety-sensitive position or a position involving use of or responsibility for equipment (including, but not limited to, motor vehicles, kitchen

equipment, construction or shop equipment, science equipment involving heat) or activity that may seriously injure the employee or others (students, other staff members, members of the community, or anyone else) is required to inform the employee's supervisor of the employee's use of a prescription drug that may impair the employee's mental or physical functioning. The employee and supervisor will evaluate the employee's work responsibilities in an effort to determine whether the employee may safely perform the duties. An employee may be asked to provide a qualified medical provider's statement attesting to the employee's ability to safely perform assigned job duties. An employee who is unable to perform assigned duties safely due to usage of appropriately-prescribed medication may be temporarily reassigned to a different position where the duties can be safely performed, if such a position is available. If no other appropriate position is available, the employee may use the employee's own accrued sick leave to cover periods of absence due to the usage of the prescription medication, subject to terms of any applicable collective bargaining agreement, other District Policy, or other applicable state or federal law.

- D. Engaging in off-duty sale, purchase, transfer, use or possession of illegal drugs or controlled substances has a negative effect on a District Employee's ability to perform his or her work for the School District. In such circumstances, the District Employee is subject to discipline.

III. VIOLATIONS OF POLICY

1. Any District Employee who violates the terms of this policy is subject to disciplinary action up to and including termination of employment. Sanctions against District Employees shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements and School District policies.
2. The District may notify law enforcement regarding any violations or possible violations of this policy which may constitute a crime.
3. The District shall also notify licensing boards where required or appropriate.

ADOPTED: 11/1/76

REVISED: 2/22/93

REVISED: 3/5/01

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