

**LYON COUNTY SCHOOL DISTRICT**  
**BOARD POLICY GBBE *DRUG AND ALCOHOL-FREE WORKPLACE***

Lyon County School District recognizes that substance abuse in our nation and our community exacts staggering costs in both human and economic terms. Substance abuse can be reasonably expected to produce impaired job performance, lost productivity, absenteeism, accidents, wasted materials, lowered morale, rising health care costs, and diminished interpersonal relationship skills. This drug-and alcohol-free workplace policy applies to volunteers as well as employees.

The District is committed to maintaining a safe and healthy workplace for all employees and volunteers; assisting employees and volunteers who recognize they have a problem with drugs or alcohol and providing appropriate treatment; periodically providing employees and volunteers with information about the dangers of workplace drug abuse; and, when appropriate, taking disciplinary action for failure to comply with this policy.

The District strictly prohibits the use, sale, attempted sale, manufacture, attempted manufacture, purchase, possession or cultivation, distribution and/or dispensing of illegal drugs by an employee at any time and in any amount. This prohibition includes the use or possession of prescription medicines for which the individual does not have a valid prescription and the inappropriate use of prescribed medicines for which the employee has a valid prescription. The prohibition also includes using over-the-counter medications or consumer products not meant for human consumption contrary to instructions provided by the manufacturer. In addition, the District prohibits employees from possessing open containers of alcoholic beverages while on the District's premises and/or while on duty and from working with a blood alcohol level of .02 or more at any time, or driving an organizational vehicle while on or off duty with a blood alcohol level of .02 or more or under the influence of an illegal drug, regardless of the amount.

Alcohol, illegal drugs, and other substances which may impair the safety or welfare of employees or the public may not be brought onto the premises controlled by the District or placed in vehicles or equipment operated on behalf of the District. Law enforcement personnel performing job-related functions, which require possession and or transportation of such substances, are exempt from this section.

Reference: 49 CFR Part 382 et. seq., DOT (49 CFR Part 40), FMCSR, FMCSA (49 CFR Parts 382, 383, 387, 390-397, and 399)

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*DRUG AND ALCOHOL-FREE WORKPLACE – ADMINISTRATIVE REGULATIONS*

1. Reporting Requirements

An administrator or manager/supervisor who receives information or is a witness to any use of drugs or alcohol by an employee which violates the District's policies or the law is

required to report this information to the Superintendent/designee immediately. The information reported must include

- The person(s) involved, including all witnesses;
- Any information gathered, such as actual observation of drug/alcohol use, the presence of paraphernalia, observation of any unusual physical signs or behaviors; • A written record of specific conversations held with the accused and any witnesses;
- All pertinent facts, including date(s), time(s), and location(s).

An administrator or manager/supervisor is required to report this information to the Superintendent/designee and may not conduct a formal investigation, release findings, or administer discipline prior to this disclosure and without specific authorization to do so.

2. An employee who witnesses or obtains information regarding illegal drug/alcohol use by his/her immediate supervisor is required to report the incident to that individual's supervisor.
3. Specimen collection, drug testing procedures, sample collection, and alcohol testing procedures will comply with all applicable provisions of federal and state law.
4. A positive test result for alcohol or drugs will be grounds for disciplinary action, up to and including possible termination.
5. Employees in safety-sensitive positions as defined in 49 CFR Part 382, *et seq.*, are subject to the Federal Department of Transportation (DOT) (49 CFR Part 40) and the Federal Motor Carrier Safety Regulations (FMCSR) as prescribed by the Federal Motor Carrier Safety Administration (FMCSA) (49 CFR Parts 382, 383, 387, 390-397, and 399), as well as the District's Drug and Alcohol-Free Workplace Policy which includes designated safety sensitive positions.

## 6. Employee Responsibilities

- a. Each employee is responsible for meeting standards for work performance and safe on-the-job conduct.

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- b. Employees shall not report to work under the influence of alcohol, illegal drugs, or misused prescription or over-the-counter drugs.
- c. Employees who suspect they may have a substance abuse problem are encouraged to seek counseling and rehabilitation from a substance abuse professional or other treatment provider. The District's medical insurance policy may provide for payment of some or all of the treatment costs.
- d. It is the responsibility and obligation of employees in safety-sensitive positions to determine, by consulting a health care provider if necessary, whether or not a legal drug s/he is taking may, or will affect his/her ability to safely perform his/her job duties. An employee in a safety-sensitive position whose medication may affect their ability to safely perform their job must contact the Human Resources Director who

- will attempt to find an appropriate alternative assignment. If none is available, the employee may take sick leave or be placed on a medical leave of absence (if available and the employee otherwise qualifies) or take other steps consistent with the advice of a health care provider. If an employee reports to work under the influence of prescription medication and, as a result, endangers him/her or others, the employee will be disciplined, up to and including termination.
- e. Each employee must report the facts and circumstances of any criminal drug or alcohol conviction that occurred while on duty or which may impact the employee's ability to perform the duties of his/her job. If duties involve driving a vehicle, the employee must report to his/her supervisor a conviction for driving under the influence (DUI) and/or revocation or suspension of the driver's license pending adjudication. Notification to the District must occur before resuming work duties or no later than five (5) days after the conviction or revocation/suspension.
  - f. Employees in safety-sensitive positions identified by the District are subject to random drug and alcohol testing as provided in this regulation.
  - g. Employees must act as responsible representatives of the District and as law-abiding citizens. It is every employee's responsibility to report violations of the District's policy to his/her immediate Supervisor or to the Director of Human Resources. Such reporting is critical in preventing serious injuries or damage to the District's property.
  - h. Employees who are required to submit to a drug/alcohol test must complete and sign the consent form.

## 7. Superintendent/Designee Responsibilities

The Superintendent/designee is responsible for:

- a. Authorizing the testing of employees,
- b. Coordinating drug and/or alcohol testing,
- c. Requesting completion of the consent form,
- d. Notifying employees of positive test results and their right to a retest of the same sample,
- e. Implementing disciplinary action against employees who fail to comply with provisions outlined in this regulation,
- f. Notifying the District's attorney of an employee's conviction of a federal or state criminal drug or alcohol statute violation,
- g. Ensuring that the drug and/or alcohol test forms and results are kept confidential and only provided to employees with a business need for the information,
- h. Identifying safety-sensitive positions,
- i. Notifying employees in safety-sensitive positions that they are subject to random drug and/or alcohol testing, and
- j. Ensuring notices relative to this regulation and the list of positions designated as safety-sensitive, if any, are prominently displayed at all District facilities housing employees.

## 8. Administrator or Manager/Supervisor Responsibilities

The Administrator or Manager/Supervisor is responsible for:

- a. Determining if reasonable suspicion exists to warrant drug and/or alcohol testing, and detailing, in writing, the specific facts, symptoms, or observations that are the basis for the reasonable suspicion;
- b. Submitting the documentation to the Superintendent/designee; and
- c. Complying with the appropriate provisions outlined in this regulation that apply to supervisory personnel.

## 9. District Responsibilities

The District is responsible for:

- a. Providing communication and training on this policy and regulation to include a training program to assist administrators and managers/supervisors to recognize the conduct and behavior that gives rise to a reasonable suspicion of drug and/or alcohol use by employees and how to effectively intervene,
- b. Receiving and maintaining employee drug and alcohol testing records and files from all sources and assuring that they are kept confidential,
- c. Making drug testing and notice forms available,
- d. Notifying appropriate administrators or managers/supervisors of positive results of drug and/or alcohol tests,
- e. Administering the contract with a third party to provide drug and alcohol testing services,

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- f. Overseeing the administration of the District's Drug and Alcohol-Free Workplace Policy,
- g. Designating safety-sensitive positions,
- h. Notifying administrators or managers/supervisors of their employees randomly selected for drug and alcohol testing as required by federal and/or state law, and i. Ensuring the administration of all pre-employment drug testing for safety sensitive positions.

## 10. Employee Education

The District maintains information relating to the hazards of and treatment for drug-and alcohol-related problems. Proactive training and information shall be sponsored by the District. Any employee may voluntarily seek advice, information, and assistance. Medical confidentiality will be maintained consistent with this policy.

## 11. Employee Assistance and Voluntary Referral

The District strongly encourages employees who suspect they have substance abuse problems to voluntarily refer themselves to a treatment program. A voluntary referral is defined as being one that occurs prior to any positive test for illegal drugs or alcohol

under the District's policy and prior to any other violation of the policy, including a criminal conviction of that individual for a drug- or alcohol-related offense. A decision to participate in the employee assistance program will not be a protection or defense from discipline.

Any employee who voluntarily requests assistance in dealing with a personal drug and/or alcohol problem may do so through a private treatment program for drug and alcohol problems. An employee who is being treated for substance abuse in a recognized rehabilitation program may, if the Americans with Disabilities Act (ADA) applies, be entitled to reasonable accommodation so long as the employee is conforming to the requirements of the program and is abstaining from the use of controlled substances and/or alcohol.

The employee must agree to release treatment information to the District to permit the monitoring of the employee's ongoing compliance with the treatment recommendation. Any related leave will be considered to be medical leave under the provisions of the Family and Medical Leave Act if the employee is eligible. Employees requiring inpatient treatment are requested to notify the Risk Management Department of the District in advance of the treatment admission. After such accommodation, the discontinuation of any involvement with alcohol or drugs is an essential requisite for continued

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employment. Upon completion of a substance abuse program, employees must take and pass a return-to-work test and sign a return-to-work agreement that will include a commitment to follow recommendations given by the treatment provider and other conditions as the District deems appropriate.

The cost of the drug or alcohol rehabilitation or treatment program shall be borne by the employee and/or the employee's insurance provider. All information regarding an employee's participation in treatment will be held in strict confidence. Only information that is necessary for the performance of business will be shared by the District's management.

## 12. Reasonable Suspicion Drug Testing

When any administrator or manager/supervisor has reasonable suspicion that an employee may be under the influence of alcohol or drugs, the employee in question will be directed by the Superintendent/designee or the District's Human Resources Director to submit to drug and/or alcohol testing.

The purpose of reasonable suspicion drug and/or alcohol testing is not to confirm the suspicions of the administrator or manager/supervisor, but rather to rule out drugs and/or alcohol as a cause of the employee's behavior.

The site administrator shall be responsible to determine if reasonable suspicion exists to warrant drug and/or alcohol testing and shall be required to document, in writing, the

specific facts, symptoms, or observations which form the basis for such reasonable suspicion. When possible, the documentation will be forwarded to the Superintendent/designee to authorize the drug and/or alcohol test of an employee.

The Superintendent/designee or the District's Human Resources Director shall direct an employee to undergo drug and/or alcohol testing if there is reasonable suspicion that the employee is in violation of the District's policy. The employee will be placed on administrative leave with pay pending results of the test.

Circumstances which constitute a basis for determining reasonable suspicion may include, but are not limited to:

- a. Information provided either by reliable and credible sources or independently corroborated.
- b. The administrator or manager/supervisor or another administrator or manager/supervisor receives information from a reliable and credible source, as

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determined by the administrator or manager/supervisor, that an employee is violating the District's policy.

- c. Direct observation of drug or alcohol use.
- d. The administrator or manager/supervisor or another administrator or manager/supervisor directly observes an employee using drugs and/or alcohol while an employee is on duty.
- e. Drug and alcohol paraphernalia possibly used in connection with illicit drugs and alcohol found on the employee's person or at or near the employee's work area.
- f. Evidence that the employee has tampered with a previous drug and/or alcohol test.
- g. The following behaviors will also contribute toward reasonable suspicion and, collectively or independently, on a case-by-case basis, may provide a sufficient reason for requesting a drug and/or alcohol test:

- A pattern of abnormal or erratic behavior. This includes, but is not limited to a single, unexplainable incident of serious abnormal behavior or a pattern of behavior which is radically different from what is normally displayed by the employee or grossly differing from acceptable behavior in the workplace.
- Presence of physical symptoms of drug and/or alcohol use.
- The administrator or manager/supervisor observes physical symptoms that could include, but are not limited to, glassy or bloodshot eyes, slurred speech, poor motor coordination, or slow or poor reflex responses different from what is usually displayed by the employee or generally associated with common ailments such as colds, sinus problems, hay fever, and diabetes.
- Violent or threatening behavior.

First Incident: If an employee engages in unprovoked, unexplained, aggressive, violent, and/or threatening behavior against any person, the department head may request that the employee submit to drug and/or alcohol testing.

Second Incident: Whether or not an employee has previously received formal counseling or disciplinary action for unprovoked, unexplained, aggressive, violent, or threatening behavior, upon a second or subsequent episode of similar behavior/conduct, the department head will request that the employee undergo drug and/or alcohol testing.

- Absenteeism and/or tardiness.

If an employee has previously received disciplinary action for absenteeism and/or tardiness, a continued poor record that warrants a second or subsequent disciplinary action may, in combination with other relevant behaviors, result in drug and/or alcohol testing.

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- h. An employee who is required to submit to reasonable suspicion testing will be immediately provided transportation by the District to the location of the test. The employee will be advised to refrain from eating or drinking before being tested. After the employee submits to the test or if the employee refuses to be tested, the District will provide transportation for the employee to his/her home.

### 13. Post-Accident Testing

Each employee involved in an accident will be tested for drugs and/or alcohol as soon as possible after the accident, but after any necessary emergency medical attention has been provided. Accidents that trigger testing are those that result in:

- a. Death;
- b. Medical treatment other than first-aid treatment;
- c. Loss of consciousness; or
- d. Property damage estimated to be valued at or in excess of \$500.
- e. An employee who is required to submit to post-accident testing will be immediately provided transportation by the District to the location of the test. The employee will be advised to refrain from eating or drinking before being tested. After the employee submits to the test or if the employee refuses to be tested, the District will provide transportation for the employee to his/her home.

An employee may be placed on administrative leave with pay pending the results of this test. If the test comes back positive and the District needs to conduct further investigation, the employee will be placed on administrative leave without pay.

- f. In the event an employee is so seriously injured that s/he cannot provide a blood, breath, or urine specimen at the time of the accident, the employee must provide necessary authorization, as soon as the employee's physical condition allows, to enable the District to obtain hospital records or other documents that indicate whether there were drugs or alcohol in the employee's system when the accident occurred.
- g. In the event federal, state, or local officials conducted alcohol and/or drug testing following an accident, the employee will be required to sign a release allowing the District to obtain the test results from such officials.

h. An employee who is subject to a post-accident test must remain readily available for testing. An employee who leaves the scene before the test is administered or who does not make him/herself readily available may be deemed to have refused to be tested, and such refusal shall be treated as a positive test. Further, the employee must refrain from consuming alcohol for eight (8) hours following the accident or until the employee submits to an alcohol test, whichever comes first.

i. For safety reasons, an employee required to submit to post-accident testing may be placed on leave of absence pending receipt of the post-accident testing results and any related investigation.

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j. An employee who is required to submit to post-accident testing will be provided transportation to his/her home.

#### 14. Safety-Sensitive Positions

The District shall conduct pre-employment testing for drugs and random testing for drugs and alcohol for positions identified as safety-sensitive by the District. Drug and alcohol testing of applicants and employees in safety-sensitive positions is mandatory, and successfully passing these tests is a condition of future or continued employment. Applicants will be asked to sign forms for release of information from FMCSA Clearinghouse and previous employers in all cases where driving a CMV was a job function. Failure to consent will prevent LCSD from continuing with the pre-employment process and the applicant cannot be considered for employment per 49 CF382.707 CDL Drug and Alcohol Clearinghouse.

Safety-sensitive positions mean employment positions which may, in the normal course of business

- a. Require the employee to operate the District's vehicles or heavy equipment on a regular and recurring basis; and/or
- b. Involve job duties which, if performed with inattentiveness, errors in judgment or diminished coordination, dexterity, or composure, may result in mistakes that could present a real and/or imminent threat to the personal health and safety of the employee, students, coworkers, and/or the public.

The District shall maintain a list entitled "List of Positions Designated as Safety Sensitive." The list shall be a public record. Before a position is included on this list, the District shall post a notice in a conspicuous location accessible to employees at the work site affected that a position is to be included as safety-sensitive for purposes of pre-employment drug testing and random drug and alcohol testing. The notice will afford an opportunity for comment within a twenty (20) calendar day period.

**Note:** The District shall meet and consult with the recognized employee organization's representative, if affected employees are represented, before a position is included on this list. The final determination to place a position on the list shall be made by the District's Board of Trustees.



## 15. Random Testing

All employees in positions identified as safety-sensitive by the District, shall be subject to random drug and alcohol testing.

Per DOT testing guidelines for CDL holders, the District will drug test, at a minimum, fifty percent (50%) of the average number of employee CDL positions each calendar year. The District will alcohol test, at a minimum, ten percent (10%) of the average number of CDL employee positions each calendar year. The selection of employees for random testing shall be on a non-discriminatory basis and made from a computer-based random number generator that is matched with the employee's social security number. Random testing will be unannounced, and the dates for administering the tests will be spread reasonably throughout the year. Random testing will be performed at any time while the employee is at work.

For all other safety-sensitive positions, the District will drug test, at a minimum 50% of the average number of employee positions designated as safety-sensitive each calendar year. The District will alcohol test, at a minimum 10% of the average number of employee positions designated as safety-sensitive each calendar year.

An employee selected for random testing shall proceed immediately to the test site and will be advised to refrain from eating or drinking prior to the test. If the test site is not at the employee's work site, the District will provide transportation to the location of the test. An employee who engages in conduct which does not lead to testing as soon as possible after notification may be considered to have refused to be tested.

If an employee selected for a random test is not available for testing due to medical reasons that would compromise the accuracy of the test, or leaves District employment after they are selected for testing but before the test is administered the District will select a replacement employee for testing using the procedures stated above.

Employees selected for a random test, but absent due to vacation, sick leave, other leave, or on urgent District business approved by their administrator or manager/supervisor will not be notified to take the random test until the first day they return to work after random selection. Random selection may result in some employees being tested more than once each year; some may not be tested at all.

LCSD and medical review officers (MRO), or their designated representatives, are required to report information about positive drug test results, alcohol test results greater than 0.04 blood alcohol content, refusals to test and other non-test violations per FMCSA's drug and alcohol regulations.

## 16. Return-to-Work Testing/Follow-Up Testing

If the District agrees to continue employment of an employee who violates the District's policy and then undergoes rehabilitation for drugs or alcohol, the employee will, as a condition of returning to work, be required to agree to follow-up testing as established by the District's Employee Assistance Program. The extent and duration of the follow-up testing will depend upon the safety and security nature of the employee's position and the nature and extent of the employee's substance abuse problem. The District's Human Resources Director will review the conditions of continued employment with the employee prior to the employee's returning to work. Any such condition for continued employment shall be given to the employee in writing. The District's Human Resources

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Director may consider the employee's rehabilitation program in determining an appropriate follow-up testing program.

Any employee subject to return-to-work testing who has a confirmed positive drug or alcohol test will be in violation of this policy and subject to termination.

#### 17. Consequence of Refusal to Submit to Testing/Adulterated Specimen

An employee who refuses to submit to testing for alcohol and/or drugs or who consents to a drug or alcohol test but fails to appear timely at the collection site or who fails to give their sample after reasonable opportunity to do so, will be treated as a refusal to submit to an alcohol or drug test. Such refusal shall be treated as a positive test and may result in disciplinary action up to and including termination.

Submission of an invalid, substituted or adulterated specimen will be considered a refusal to test and such refusal shall be treated as a positive test and may result in disciplinary action up to and including termination.

A diluted positive test result shall be treated as a positive test and may result in disciplinary action up to and including termination.

#### 18. Testing Guidelines

The District may test for alcohol and illegal substances including but not limited to:

- a. Marijuana
- b. Cocaine, including crack
- c. Opiates, including heroin and codeine
- d. Amphetamines, including methamphetamines
- e. Phencyclidine (PCP)

In addition to testing for the above substances, CDL holders are subject to testing for the following substances:

- a. 6-Acetylmorphine

b. MDMA (Ecstasy)

Where applicable, the District will follow federal testing procedures for drugs and alcohol set forth by the Federal Department of Transportation (DOT) 49 CFR Part 40 and the Federal Motor Carrier Safety Regulations (FMCSR). These regulations may be amended from time to time.

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The District will use the following primary sites for sample collection:

Concentra – Sparks  
Concentra - Reno  
255 Glendale Avenue #12  
1530 East 6<sup>th</sup> Street  
Sparks, NV 89431  
Reno, NV 89512  
(775) 356-8181 (775) 322-5757

Nevada Occupational Health  
Center– Carson City  
3488 Goni Road Building E  
Carson City, NV 89706  
(775) 887-5030

The District contact person for all questions regarding the alcohol and drug testing program is:

Director of Human Resources  
25 East Goldfield Avenue  
Yerington, NV 89447  
(775) 463-6800

19. Option for Drug Retest

No later than seventy-two (72) hours after receipt of a positive drug test, an employee who tests positive may request a confirmatory re-test of the same sample at his/her expense at a certified laboratory of his/her choice.

Upon request, the medical review officer will authorize the laboratory holding the employee's sample to release to a second laboratory, approved by the Department of Health and Human Services, a sufficient quantity of the sample to conduct a second testing analysis.

The employee will be required to authorize the laboratory to provide the District with a copy of its test results. The accuracy of the test results will be verified by the laboratory conducting the analysis.

20. Requirement for Drug Retest

An employee who tests negative dilute will be required to immediately retest. The employee will:

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- a. Be given the minimum possible advance notice of retest,
- b. Will be accompanied by a supervisor to the collection site, and
- c. Will not be allowed to eat or drink between the period of being noticed of the retests and the actual test.

The retest will not be under direct observation unless directed to do so by the Medical Review Officer. If the retest is also negative dilute, the test will be considered negative and the District will not conduct a third test unless directed to do so by the Medical Review Officer.

## 21. Searches

If the District suspects that an employee or on-site contractor is in possession of illegal drugs, alcohol, or contraband in violation of its policy, the District may request the individual to submit to a search of his/her person, personal effects, vehicles, lockers, desks, work area, baggage, and District quarters. By entering into or being present at a job site while on District time or representing the District in any way, an individual is deemed to have consented to such searches. If an individual is asked to submit to a search and refuses, that individual will be considered insubordinate and will be escorted off the job site and disciplined, as appropriate.

Searches will be conducted by management personnel and may or may not be conducted in the presence of the person whose property or work area is searched. Any suspected contraband will be confiscated and may be turned over to law enforcement as appropriate. Any person whose property is confiscated will be given a receipt for that property by the District's representative conducting the search.

## 22. Discipline Related to Abuse

Employees in violation of the provisions of the District's policy will be subject to disciplinary action, up to and including termination.

An employee may be found to have violated the District's policy on the basis of any appropriate evidence including, but not limited to

- a. Direct observation of illegal use of drugs, prohibited use of alcohol, or possession of illegal drugs or alcohol or related contraband;
- b. Evidence obtained from a motor vehicle citation, an arrest, or a criminal conviction for use or possession of illegal drugs or for the use or being under the influence of alcohol on the job;

- c. A verified positive test result; or
- d. An employee's voluntary admission.

Prior to determining its course of action, the District may direct an employee who has tested positive to submit to an evaluation by a substance abuse professional. The evaluation will attempt to determine the extent of the employee's use of or dependence on the abused substance(s) and, if necessary, recommend an appropriate program of treatment.

If an evaluation is conducted which results in a recommendation for treatment, continued employment may, but is not required to, be allowed if the recommended treatment is immediately begun and successfully completed. The treatment program may include, but is not limited to, rehabilitation, counseling, and after-care to prevent future substance use/abuse problems. The treatment program will not be at the District's expense; however, employees may use benefits provided by applicable insurance coverage. Failure by the employee to enroll in the recommended treatment program, to consistently comply with the program's requirements, to complete it successfully, and/or to complete any continuing care program shall be grounds for immediate termination from employment. Employees are limited to substance abuse treatment one time only under this regulation.

When an employee is required to undergo treatment under the regulation, the employee may be required to comply with the following as a condition of continued employment:

- Monitoring of the treatment program and the employee's participation by the District;
- Submission to return-to-work testing as required under this regulation and continuing follow-up testing as provided in the Return-to-Work Testing/Follow-Up Testing section above; and
- Any other reasonable condition that the District deems necessary to maintain a safe and healthy workplace for all employees.

Failure by the employee to enroll in a required treatment program, to consistently comply with the program requirements, to successfully complete the program, and/or to complete any continuing care program will be grounds for immediate termination of employment.

Disciplinary action will also be taken for any job performance or behavior that would otherwise be cause for disciplinary action.

## 23. Confidentiality

All medical and rehabilitation records are confidential and may not be disclosed without the prior written consent of the patient, authorizing court order, or otherwise as permitted by state and federal law. Positive test results may only be disclosed to the employee, the appropriate medical and substance abuse treatment providers, the District's attorney, a District representative when needed to respond to an alleged violation of the District's

policy; individuals within the District who have a need-to-know of drug and/or alcohol testing results, and a court of law or administrative tribunal in any adverse personnel action.

## 24. Definitions

**Administrator:** An individual who is directly responsible to the Superintendent/designee for administration of a site or significant District operation.

**Alcohol:** The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol including methyl and isopropyl alcohol.

**Alcohol Use:** The drinking or swallowing of any beverage, liquid mixture, or preparation (including any medication) containing alcohol.

**Applicant:** A person, including a current employee, applying for any position with the District (may also be referred to as a candidate).

**Contraband:** Any item such as illegal drugs, drug paraphernalia, or other related items whose possession is prohibited by this regulation.

**Conviction:** A finding of guilt, including a plea of no contest or imposition of sentence or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug or alcohol statutes.

**District Premises:** All District property and facilities, the surrounding grounds and parking lots, leased space, District motor-driven equipment/vehicles, offices, desks, cabinets, closets, etc.

**Drug Test:** A urinalysis (urine) test to determine the presence of prohibited drugs or their metabolites that includes specimen collection and testing by a Department of Health and Human Services (DHHS) certified laboratory. Both a screening test and a confirmation test must be used to establish a positive test result.

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**Illegal Drugs:** Any controlled substance or drug, the sale, possession, cultivation, transfer, use, purchase, or distribution of which is illegal. Illegal drugs include prescription drugs not legally obtained and/or prescription drugs not being used in the manner, combination, or quantity prescribed, or by the individual for whom prescribed.

**Legal Drugs:** Prescription drugs and over-the-counter drugs that have been legally obtained and are being used in the manner, combination, and quantity for which they were prescribed or manufactured.

**Manager/Supervisor:** An employee who has been authorized to select, train, schedule, and evaluate the work of other employees, and to make decisions or effectively recommend actions related to the hiring, evaluation, and discipline of assigned employees. This person may also serve as a department head.

**Positive Drug or Alcohol Test:** Any detectable level of drugs or its metabolite (in excess of trace amounts attributable to secondary exposure) in an employee's urine or blood. With respect to alcohol, a blood alcohol concentration of 0.02 or higher constitutes a positive test.

**Substance Abuse Professional (SAP):** A licensed physician, or a licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with the knowledge of and clinical experience in the diagnosis and treatment of drug- and alcohol-related disorders.