

Title: Substance-Free Workplace - Procedure

When the Superintendent has reason to believe an employee may have violated this policy, the following will occur:

1. Identification: Evidence shall be documented which may lead the Superintendent to conclude the employee may have violated the policy. If it has been determined a violation has occurred, the Superintendent, or Superintendent's designee, shall discuss the situation with the employee. If the circumstances so warrant, the Superintendent may at any time initiate legal action against the employee.
2. Discipline: If, after the discussion with the employee, the Superintendent determines there has been a violation, the Superintendent may recommend the employee satisfactorily participate in an approved substance abuse assistance or rehabilitation program at the employee's expense and/or the Superintendent may administer discipline up to and including termination. If the employee refuses to participate in an approved substance abuse assistance or rehabilitation program or does not successfully complete an approved substance abuse assistance or rehabilitation program, he/she may be subject to discipline up to and including termination.
3. Conviction: If an employee is convicted of a criminal drug offense committed in the workplace, the employee must notify the Superintendent within five (5) days of the conviction. Failure to do so may result in discipline up to and including termination.

Approved: Jun. 10, 1993

Reviewed: July 24, 2007

Revised: Feb. 25, 2002

Aug. 25, 2009

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