

Sent on behalf of Nyesha Williams, Director, Employee Relations

Please share this with all Site Administration and Managers

SUSPICION OF EMPLOYEES UNDER THE INFLUENCE PROCESS

When you as supervisor have a reasonable suspicion that an employee is under the influence of alcohol or other controlled substance, please follow next steps:

1. Personally verify that the employee has any symptoms that may indicate that the employee might be under the influence of alcohol or any controlled substance (odor, eyes, speech, balance, etc.) during working hours.
2. Take the employee to the administrator/manager's office, directing the employee to stay in the office until a member of the Employee Relations Office or District Police meets with the employee.
3. Inform the employee that you suspect the employee is under the influence of alcohol or other controlled substances.
4. While in the office, don't allow the employee to use the restroom, drink anything, or engage in conversation.
5. Contact the **Employee Relations Office** at **909-381-1123**, to report that you have reasonable suspicion that the employee is under the influence of alcohol or any controlled substance.
6. Provide and gather witness statements about the employees' behavior or physical evidence and send them to employeerelations-all@sbcusd.k12.ca.us.
7. Monitor the employee's behavior (the employee can't leave the site) until the ER office personnel or DP officer arrives and meets with the employee.
8. After the ER office personnel or DP officer meets with the employee, the employee will be taken to a lab to get screened.
9. If positive, the Employee Relations office will place the employee on administrative leave with pay until the investigation is concluded. If negative the employee will return to the work site following the test results.
10. If an employee is placed on leave, make sure that you set up a substitute or coverage for the employee's position during the pendency of the investigation.

If you have any questions please contact the Employee Relations Department at 909-381-1123 or email at employeerelations-all@sbcusd.k12.ca.us