

Echo School District 5R

Code: **GBEC**
Adopted: 1/96
Readopted: 1/22/13
Orig. Code(s): GBEC

Drug-Free Workplace

It shall be the policy of the district to provide a drug-free workplace.

1. Definitions:

- a. "Controlled substance" shall include any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or other controlled substance;
- b. "Alcohol" shall include any form of alcohol for consumption, including beer, wine, wine coolers or liquor;
- c. "Conviction" means 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 statutes;
- d. "Criminal drug statute" means a federal or state criminal statute involving the manufacture, distribution, dispensation, possession, or use of any controlled substance or alcohol;
- e. "Drug-free workplace" means a site for the performance of work at which employees are prohibited from engaging in the manufacture, distribution, dispensation, possession or use of a controlled substance or alcohol.

2. Purpose:

The purpose of this policy is to promote safety, health and efficiency by prohibiting, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol in the workplace.

3. Applicability:

This policy applies to all employees, including, but not limited to, those exempt, unclassified, management service, classified, and temporary employees who are paid directly or indirectly from funds received under a federal grant of contract.

4. Prohibitions:

An employee shall not, in the workplace, manufacture, distribute, dispense, possess, or use a controlled substance or alcohol.

5. Compliance with policy¹:

An employee shall, as a condition of employment, abide by the provisions of this policy.

¹Districts directly receiving grants or contracts of \$100,000 or more from the federal government are required to meet this obligation.

6. Sanctions and Remedies:

- a. The district, upon determining that an employee has engaged in the manufacture, distribution, dispensation, or possession of a controlled substance or alcohol or upon having reasonable suspicion, under Section 7 of this policy, of employee use of a controlled substance or alcohol in the workplace, shall pending any criminal drug statute conviction for a violation occurring in the workplace, take action with regard to the employee determined to be appropriate which may include transfer, granting of leave with or without pay, or suspension with or without pay;
- b. Within 30 days of an employee's criminal drug statute conviction for a violation occurring in the workplace the district shall:
 - (1) Take action with regard to the employee determined to be appropriate which may include discipline up to and including termination and/or:
 - (2) Require satisfactory participation by the employee in a drug abuse assistance or rehabilitation program approved for such purpose by a federal, state or local health, law enforcement, or other appropriate agency.

7. Basis for Reasonable suspicion of employee Use of Controlled Substance/Alcohol

Reasonable suspicion of employee use of a controlled substance or alcohol shall be based upon any of the following:

- a. Observed abnormal behavior or impairment in mental or physical performance (for example, slurred speech or difficulty walking);
- b. Direct observation of use in the workplace;
- c. The opinion of a medical professional;
- d. Reliable information concerning use in the workplace, the reliability of any such information shall be determined by employer;
- e. A work-related accident in conjunction with a basis for reasonable suspicion as listed above.

8. Leave for Participation in Abuse Assistance or Rehabilitation Program

The district shall, upon employee request, grant leave with or without pay to permit an employee to participate in a drug abuse assistance or rehabilitation program.

9. Establishment of Drug-Free Awareness Program

The district shall establish a drug free awareness program to inform employees of the:

- a. Dangers of drug abuse in the workplace;
- b. Existence of and content of this policy for maintaining a drug free workplace;
- c. Availability of drug counseling, rehabilitation, and employee assistance programs; and
- d. Penalties that may be imposed for drug abuse violations occurring in the workplace.

10. Notification by Employee of Conviction

An employee shall, as a condition of employment, notify the district of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

11. Notification by Echo School District of Employee Conviction

The district shall notify the appropriate federal granting or contracting agency of an employee's criminal drug statute conviction for a violation occurring in the workplace no later than 10 days after receiving notice of such conviction.

12. Provision of Copy of Policy to Employees

The district shall provide to each employee a copy of this policy.

An employee having a drug or alcohol problem is encouraged to seek assistance, on a confidential basis, from any federal, state, local health or private organization offering an appropriate treatment program.

END OF POLICY

Legal Reference(s):

[ORS 243.650](#)

[ORS 336.222](#)

[ORS Chapter 475](#)

[ORS 342.721](#)

[ORS 342.723](#)

[ORS 342.726](#)

[ORS 657.176](#)

[ORS 809.260](#)

[OAR 581-022-0416](#)

[OAR 584-020-0040\(5\)\(e\)](#)

Drug-Free Workplace Act of 1988, 41 U.S.C. §§ 701-707 (2006); General Principles Relating to Suspension and Debarment Actions, 34 C.F.R. §§ 85.600 - 85.645 (2006).

Controlled Substances Act, 21 U.S.C. § 812; Schedules of Controlled Substances, 21 C.F.R. §§ 1308.11 - 1308.15 (2006).

Safe and Drug-Free Schools and Communities Act, 20 U.S.C. §§ 7101-7117 (2006).

Cross Reference(s):

GBCBA - Alcohol/Controlled Substance Use