

Alcohol/Controlled Substance Use

Glide School District is subject to the Federal Drug-Free Schools and Communities Act Amendments of 1989 (P.L. 101-226) which requires certification of the workplace as being free of alcohol and drugs.

1. Standards of Conduct

- a. No district employee may manufacture, dispense, possess or use alcohol or other drugs, regardless of quantity, in the workplace.
 - (1) “Drugs” mean any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid or any other controlled substance.
 - (2) “Alcohol” means any form of alcohol for consumption, including beer, wine or liquor.
 - (3) “Workplace” means any district property, including district-owned vehicles, the employee’s own vehicle if used to transport fellow employees or youth to and from district activities within or outside the district and wherever employees are performing duties for the district.
- b. Employees who are convicted of violating any criminal drug statutes or alcohol-related offenses occurring at the workplace are required to notify the superintendent within five days.
- c. Any district employee who is aware of the use of or presence of alcohol or other drugs in the workplace shall immediately so inform his/her immediate supervisor, the supervisor of that specific work site, or the superintendent.
- d. No district employee shall report to work under the influence of controlled substance, alcohol or other drugs.

2. Notice to Employees

- a. The district annually provides employees the following information:
 - (1) Notice to employees that the use of alcohol and illegal drugs generally and certainly the use of alcohol or other drugs in the workplace specifically are both very serious problems that affect safety, productivity and the employee’s responsibility as a role model in encouraging students to reject alcohol and other illegal drug use as unacceptable. Alcohol or other illegal drugs in the workplace can create a safety hazard to other persons and has proved to reduce productivity, to increase the rate of job errors and to increase the incidence of on-the-job injuries;
 - (2) The terms of the district policy;
 - (3) That counseling services and rehabilitation for substance abuse are available locally for alcohol and other drug abuse;
 - (4) The penalties an employee can incur for any infraction of this policy.

- b. Such notice may be printed and distributed at a staff meeting or in a personnel handbook or other communication calculated to give all employees actual notice.
3. District Action in Case of Employee Violation of this Policy
- a. As a condition of employment with the district, all employees are required to abide by the standards of conduct as described in section I above.
 - b. An employee who is reasonably believed to be under the influence of or in possession of alcohol or other drugs at the workplace, after first being given an opportunity to have a representative present and be apprised of their rights not to incriminate themselves, may be subject to questioning and to inspection of his/her work area.
 - c. In the event that a violation of this policy hasn't already resulted in a conviction of a drug-related crime, the district may refer the matter to appropriate law enforcement authorities for prosecution.
 - d. An employee who reports for work under the influence of alcohol or other drugs, who possesses, consumes, or distributes such a substance at the workplace, or is convicted of a drug-related crime is subject to disciplinary action, which may include the completion of an appropriate rehabilitation program or termination of employment.
 - e. Any disciplinary action taken will be subject to the provisions of any applicable portion of the collective bargaining agreement.
 - f. Confidentiality rights and restrictions shall be maintained in accordance with federal, state and local laws.
 - g. Employee rights require that due process be observed in accordance with federal, state and local laws. Alcohol and other drug use offenses shall be treated with the same due process procedures as are in effect for other instances of illegal activity at the workplace.
 - h. When selecting a course of action in cases of employee violation of this policy, assistance and treatment programs will be recommended when appropriate.