

### **Alcohol/Controlled Substance Use**

1. As a condition of employment with the district, all employees are required to abide by the terms of Board policy GBCBA - Alcohol/Controlled Substance Use and related administrative regulations. Such rules shall be consistent with the Board's policy and applicable collective bargaining agreements.
2. When an employee voluntarily enters a substance abuse program, the district will support the rehabilitation effort by providing unpaid leave or accumulated paid sick leave, vacation leave or other leave, if necessary, as applicable under law and collective bargaining agreements, to further the employee's rehabilitative effort. When a treatment provider releases an employee for return to work, the district will reinstate the employee to a position in the district. The employer may require certification from a medical doctor to verify that an employee does not pose a danger to students, fellow employees or the public. The employee shall provide the district with a signed release indicating that the employer may obtain information from the treatment provider about the frequency of the employee's attendance in the treatment program and any follow-up care. Failure of the employee to adhere to the treatment program may result in a refusal to reinstate the individual and/or disciplinary action, including possible dismissal.
3. Where there is reasonable cause to believe that an employee is under the influence of alcohol, illegal drugs or a controlled substance, or has ingested alcohol, illegal drugs or a controlled substance at the workplace, the district may, as part of its investigation, require the employee to be examined by a physician for the purpose of determining whether the employee is fit for duty. The employee may be asked to divulge to the physician information about any prescribed medication which the employee is taking that may affect the employee's work performance or test results. The district will pay all costs of such an examination and provide the necessary paid release time.

If the medical doctor causes the employee to be tested for alcohol or drugs, the doctor shall, at the employer's expense, require that a second confirmatory test be conducted from the same sample, and it also must be positive before concluding that an employee's body contains such substance(s). The confirmatory test must be a gas chromatography/mass spectrometry (GC/MS) test. No test results shall be released by the doctor to the district until a confirmatory test has been completed. The employee shall also be permitted to conduct an independent test at his/her own expense at a laboratory approved by the district. The doctor shall communicate the test results to a single individual designated by the district to receive them.

The district shall request that the doctor submit a written opinion with respect to whether or not the employee is fit to perform his/her duties in the district. Should an employee's personal doctor submit a conflicting medical opinion, the district and the employee or the employee's association shall select a third impartial doctor to issue a conclusive medical opinion on which the district shall base any action. The district will pay for the cost of an examination by the impartial doctor.

4. It is within the discretion of the district to search district property and equipment for evidence of violation of this policy or these administrative rules.
5. If the district's investigation determines that an employee has violated this policy or related administrative rules, regardless of whether the employee has been charged or convicted of criminal activity, the district retains the discretion to take appropriate disciplinary action(s), including possible reprimand, suspension or termination of employment.
6. Disciplinary action short of termination may include a requirement that the employee obtain an alcohol/drug abuse assessment, participate in an alcohol/drug abuse treatment program, and provide a release from the treatment provider which is sufficient to permit the employer to determine that the employee is attending all scheduled meetings in connection with the treatment program. Failure to comply with the terms of this policy may result in the employee's suspension or termination of employment.
7. Based on a "reasonable cause" search, evidence of criminal activity with respect to this substance abuse policy will result in the district referring the matter for prosecution.
8. The district may require pre-employment alcohol and drug testing.
9. Through implementation of this policy, the district will strive in good faith to maintain a drug-free workplace and to fulfill the district's role in educating employees, students and the community concerning the dangers and consequences of alcohol and drug abuse.