

**North Wasco County
School District 21**

Code: **GBEC-AR**
Adopted: 12/9/99
Readopted: 3/31/04
Orig. Code(s): The Dalles GBEC-AR

Drug-Free Workplace Guidelines for Staff

The district prohibits the use, possession, dispensation, distribution and manufacture of controlled substances and/or alcoholic beverages in the workplace. (Use and possession include being “under the influence.”) The only exception is a medical prescription taken according to the physician’s recommendations.

When there is a reasonable suspicion that deterioration of job performance is related to drug/alcohol impairment or an employee is found to, admits to or is convicted of violation of district policy, the administrator or designee will, in a confidential manner:

1. Interview the employee;
2. Present facts, data, observations;
3. Outline recommendations or options which may include:
 - a. Drug/Alcohol evaluation by approved evaluator¹. (May include urinalysis);
 - b. Drug/Alcohol rehabilitation program (outpatient, residential or inpatient as recommended by evaluation¹);
 - c. Participation in a self-help group;
 - d. Ongoing plan of recovery;
 - e. Suspension of employment;
 - f. Termination of employment;
 - g. Proof of any of the above;
 - h. Any combination of the above.
4. Employee assistance will be confidential. No records will be kept in department files or employee’s personal file;
5. Provide information about drug counseling or rehabilitation or employee assistance programs.

A breathalyzer test may be administered to an individual if the individual consents to the test. The employer shall not require the employee to pay the cost of administering any such test. Not only are school employees models for youth, our behavior implies “condoning” positive or negative drug messages. Drug/Alcohol impaired staff cannot successfully perform their duties. Impairment can be hazardous to other staff and students.

¹The employee will be responsible for obligated expenses if not covered under district insurance. District insurance provides drug and alcohol testing, including urinalysis and treatment.

Certification Regulation Drug-Free Workplace Requirements
Grantees Other Than Individuals

This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988, 34 CFR Part 85, Subpart F. The regulations, published in the January 31, 1989 *Federal Register*, require certification by grantees, prior to award, that they will maintain a drug-free workplace. The certification set out below is a material representation of fact upon which reliance will be placed when the agency determines to award the grant. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of grants, or governmentwide suspension or debarment (see 34 CFR Part 85, Sections 85.615 and 85.620).

The grantee certifies that it will provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing a drug-free awareness program to inform employees about:
 - a. The dangers of drug abuse in the workplace;
 - b. The grantee's policy of maintaining a drug-free workplace;
 - c. Any available drug counseling, rehabilitation and employee assistance programs; and
 - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1.;
4. Notifying the employee in the statement required by paragraph 1. that, as a condition of employment under the grant, the employee will:
 - a. Abide by the terms of the statement; and
 - b. Notify the employer of any criminal statute conviction for a violation occurring in the workplace no later than five days after such conviction.
5. Notifying the agency within 10 days after receiving notice under subparagraph 4.b. from an employee or otherwise receiving actual notice of such conviction;
6. Taking one of the following actions, within 30 days of receiving notice under subparagraph 4.b., with respect to any employee who is so convicted:
 - a. Taking appropriate personnel action against such an employee, up to and including termination; or
 - b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency.
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1., 2., 3., 4., 5. and 6.

Organization Name: _____

Application Number: _____

Name of Authorized Representative: _____

Title of Authorized Representative: _____

Signature: _____ Date: _____