

Alcohol/Controlled Substance Use

The procedures for processing supervisor suspicion and direct knowledge of employee involvement (either at the “workplace,” “reporting for work,” or “off-duty illegal misconduct”) in the buying, selling, transporting, possession, providing, or use of intoxicants or controlled substances are as follows:

1. A thorough investigation of suspected drug/alcohol violations will be completed **prior** to any decision or disciplinary action.
2. Once an employee is confronted, a hearing will be provided, and any disciplinary action that results will be in compliance with any applicable collective bargaining agreement. The district may take disciplinary action regardless of whether or not the employee has been charged or convicted of criminal activity by civil authorities.
3. All parties concerned with an investigation and/or disciplinary action must maintain employee confidentiality considerations as appropriate and possible.
4. Any search of employee belongings or persons will be consensual and be witnessed by at least two management employees and only if there is “reasonable suspicion” indicating that drug/alcohol rules have been violated. (Note: Consent is not required under legal warrant.)
5. If there is reasonable suspicion that an employee is under the influence of alcohol or a controlled substance, a field impairment test, blood alcohol content test, or other appropriate testing may be required. These tests will be administered by a licensed physician and given at district expense. Wages will not be deducted from an employee while undergoing an examination. The employee may be asked to divulge to the physician information about prescribed medication which the employee is taking that may affect the employee’s work performance or test results.
6. Disciplinary action, short of termination, may include a requirement that the employee obtain a drug/alcohol abuse assessment, participate in a drug/alcohol abuse treatment program, and/or submit to random testing for an appropriate period, as required by an employee accepted treatment program. Verification that the employee is complying with the requirements of an accepted treatment program will be required. Failure to satisfactorily complete a treatment program and to comply with the terms of this policy may result in the employee’s suspension or termination of employment.
7. Through implementation of this policy, the district will strive to maintain a drug-free workplace and to fulfill the district’s role in educating students and the community concerning the dangers of drug and alcohol abuse.

**Alcohol/Controlled Substance
Consent Form**

Check appropriate box:

- Search of Employee Property on District Premises

- Alcohol/Drug Testing Submission/Referral

Signature of Employee

Assignment

Date

The above employee has consented to the above signified action. The herein signed witnesses confirm that consent was given freely for the appropriate action. The employee understands that reasonable suspicion (of an illegal on-the-work-site act) or of being under the influence of drugs or alcohol has led to a supervisory request for this action.

Confidentiality will be maintained as a consequence of the findings of this action for the purposes of an investigation and/or hearing as appropriate.

Supervisor/Witness Signature

Date

Time

Supervisor/Witness Signature

Date

Time