

Drug-Free Workplace

Through implementation of this policy and administrative regulations, the district will strive in good faith to maintain a drug-free workplace and to fulfill the district's role in educating students and the community regarding the dangers of drug and alcohol abuse.

The district reserves the right to require pre employment alcohol and drug testing.

As a condition of employment with the district, all employees are required to abide by the terms of Board policy GBEC and regulation GBEC-AR. Although the district may choose to invoke lesser discipline than dismissal and/or other consequences, such as required treatment programs, for a violation, it is not required and the district retains the right to dismiss for any violation involving drugs or alcohol.

Self reporting or a request for assistance by an employee regarding substance abuse must occur prior to serious performance problems, accident, or reasonable suspicion investigation or test. If self reported, when the 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 available leave, as applicable under law and collective bargaining agreements, to further the employee's rehabilitative effort. All costs of such programs will be the responsibility of the employee. The district may require certification from a medical doctor to verify that an employee does not pose a danger to self or others. The employee shall provide the district with a signed release indicating that the district may obtain information from the treatment provider about the frequency of the employee's attendance in the treatment program and any follow-up requirements. Failure of the employee to adhere to the treatments program may result in a refusal to reinstate the individual and/or disciplinary action, up to and including dismissal. In addition, current use (within past six months) will not obligate the district to provide accommodations under the Americans with Disabilities Act.

Following a violation or treatment, the district may request that the doctor submit a written opinion with respect to whether or not the employee is fit to perform his or her duties.

Reasonable Suspicion Procedures

When a supervisor suspects that an employee is in violation of the policy or regulation, the supervisor will, to the extent possible allowed by the situation, document the various indicators on the Reasonable Suspicion Incident Checklist. If possible, the supervisor will contact Human Resources and/or a second supervisor to assist in documentation, and isolate the employee in a safe location until a resolution is reached.

It is within the discretion of the district to search district property and equipment for evidence of violation of this policy and administrative rules.

If the district's investigation determines that an employee has violated policy or administrative rules, regardless of whether the employee has been charged or convicted of criminal actions, the district retains the discretion to take appropriate disciplinary action, up to and including termination. Reasonable suspicion or evidence of criminal activity will result in the district referring the matter to law-enforcement officials.

Testing/assessment Procedures

If in the judgment of the supervisor(s), there is reasonable suspicion of a violation, the superintendent or designee (or director of transportation in case of a driver) will be contacted for authorization to test. If neither can be contacted, two supervisors who jointly agree may authorize the testing. Testing for substance abuse will be conducted by a qualified site and laboratory.

The employee will be informed that immediate testing is required and that refusal to test will be grounds for dismissal. Transportation will be arranged (two escorts if possible) to accompany the employee to the test site and home following the test. Should the employee leave in a vehicle without permission, the supervisor will be authorized to contact law enforcement.

Test results will be sent in a confidential letter to the superintendent's designee. The employee will be informed of the results and the district's intended actions if any.

All time involved with the reasonable suspicion and/or testing procedures will be considered paid administrative leave unless the test results are positive.

When reasonable suspicion exists or work performance is negatively effected by drug and/or alcohol use, the district may require that the employee obtain an alcohol/drug abuse assessment, participate in an alcohol/drug abuse treatment program, and/or provide test results, progress/attendance information, and eventual release document from the treatment provider. Failure to satisfactorily complete a treatment program and to comply with the terms of this policy and administrative regulations may result in the employee's immediate suspension or termination. All costs associated with such treatment programs will be the responsibility of the employee.