

## Personnel

**SUBJECT: ALCOHOL, DRUGS AND OTHER SUBSTANCES (SCHOOL PERSONNEL)**

Disciplinary action up to and including dismissal may be taken if any District employee becomes involved in any illegal activity involving alcohol and/or drugs during work hours in the work place. The work place shall be defined as including any location on District premises and in District vehicles and other work sites when engaged in official District duties. Involvement will include:

- a) The illegal manufacture, distribution, dispensation, possession, or use of a controlled substance in the work place, unless such drugs are being used as prescribed by any person authorized to prescribe same.
- b) The bringing to or consumption of alcoholic beverages in the work place, except when such alcoholic beverages are in unopened containers in an employee's locked vehicle.
- c) The reporting to work or working under the influence of alcohol or illegal drugs.

As part of the District's policy, all successful candidates for employment with the District shall be required to pass a pre-employment drug screening test as part of the pre-employment physical. All drug test results will be maintained by the District's personnel department and treated with the strictest of confidence.

If a candidate for employment tests positive on the drug test as part of the pre-employment physical examination, there will be a confirmation test conducted by the laboratory.

Additionally, the candidate will be provided with the opportunity to provide both a verbal and written explanation of the test results. A candidate may also make a written appeal for a re-test within a twenty-four hour period after the notification of the test results. A candidate may be tested at any time following the request for a re-test. A candidate for employment who refuses to submit to a drug test will not be considered for employment.

While the District has no intention of intruding into the private lives of its employees, it is recognized that serious investment with drugs or alcohol off the job eventually takes its toll on job performance and can negatively affect the District's credibility and reputation.

Should an employee become afflicted with a drug or alcohol problem, the employee may seek assistance through the District's Employee Assistance Program. All requests for assistance shall be held in the strictest of confidence.

Counseling and rehabilitation services may be available through a District Employee Assistance Program and various medical, private and community agencies and will be made known to the District employees on an established, periodic basis.

(Continued)

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(Cont'd.)**

Education Law Sections 913, 1711(5)(e), and 3020-a  
Civil Service Law Section 75  
Drug-Free Schools and Communities Act  
Amendment of 1989 (Public Law 101-226)

Adopted: 1/12/99