

January 11, 2019

Offenses permitted by this Policy of the District, operating a Board-owned and/or operated (Board-owned) vehicle on performing a safety-sensitive function.

PRE-DUTY USE

No District employee shall either perform safety-sensitive functions or operate a Board-owned vehicle after using alcohol or any illegal drug and shall not be currently involved in illegal use of drugs.

CONTROLLED SUBSTANCES USE

No District employee shall report for duty or remain on duty when the District employee uses any controlled substance, except when the use is prescribed by a physician who has advised the District employee and the District, in a written and accessible determination of the function and duties of the employee's assigned assignment, that the controlled substance does not adversely affect the District employee's ability to safely perform the functions and duties of their employment assignment, operate a Board-owned vehicle or Board-controlled equipment or perform safety-sensitive functions.

AUTHORIZED USE OF PRESCRIBED MEDICINE

A District employee undergoing prescribed medical treatment with any prescribed drug or controlled substance that may impair his/her physical or mental ability should report this treatment to the Superintendent (District Controller) who will determine whether the Board shall or may temporarily change the staff member's job assignment during the period of treatment.

INDICTMENTS OR CONVICTIONS FOR DRUG OR ALCOHOL USE

Discipline will be imposed if a District employee:

- A. is indicted or convicted under any criminal drug statute for a violation occurring in the workplace or outside the workplace; or
- B. fails to notify the Board of any indictment or conviction under any criminal drug statute within five (5) days of the event.

CONSEQUENCES FOR VIOLATION OF THE DRUG-FREE WORKPLACE POLICY

In addition to any disciplinary action, the Board may refer the District employee to a treatment or counseling program for illegal drug use or controlled substance abuse. Appropriate Board representatives shall determine whether a District employee, referred for illegal drug use or controlled substance abuse treatment or counseling, shall be reassigned to another available position.

CONFIDENTIALITY

All records of drug/alcohol testing will be stored separately and apart from the employee's general personnel documents with access limited to designated District officials. The information contained in these files will be used only to administer this Policy properly and to provide to certifying agencies for review as required by law. Those designated District officials that shall have access to these records are charged with the responsibility of maintaining the confidentiality of these records.

EMPLOYEE ASSISTANCE