

DRUG-FREE WORKPLACE

It is a violation of the policy of this district for any employee to unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any alcohol, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroids or any other controlled substance, as well as inhalants and solvents.

Workplace is defined as any place where work in a school district is performed, including a school building or other school premises; any school owned vehicle or any other approved vehicle used to transport students to and from school or school activities; off school property during any school sponsored or school approved activity, event or function, such as a field trip or athletic event where students are under the jurisdiction of the school district.

It is a condition of continued employment that all employees will comply with the above policy of the school district and will notify their supervisor of a conviction of any criminal drug statute for a violation that occurred in the workplace, no later than five days after the conviction.

The school district will have in place an Employee Support Team which will provide support services to all employees of the district. It is the intent of the team to provide assistance to any employee whose job performance may be affected by the use or abuse of substances.

SECTION 1-EMPLOYEE SUPPORT CORE TEAM

The district will establish and maintain an Employee Support Team consisting of a representative from each junior high, the high school, the CAB, a classified secretarial representative, one other classified representative, and two elementary representatives. The team's overall function is to implement the Employee Support Program according to this policy and must involve the following:

- A. Development of a district referral process for any employee defined in Section II-Referrals.
- B. Assist in the identification of employees with AOD (alcohol or other drugs) related problems or who are at high risk for AOD use/abuse.
- C. Provide services necessary to the assistance and support of referred employees.
- D. Maintain data and information on referrals and outcomes (case management).
- E. Work with outside agencies to ensure appropriate referrals and ongoing working relationships.
- F. Coordinate in-service needs of building core team, staff and employees

SECTION II - REFERRALS

- A. All school staff members are encouraged to refer to the EST Core Team:
1. Any employee who exhibits a definite and repeated pattern of unacceptable job performance which does not respond to usual and customary attempts to correct it.
 2. Any employee exhibiting behaviors, mannerisms, performance, attendance or other indications of AOD involvement.
 3. Any employee who self-discloses AOD related behavior or any other behavior which places them in imminent danger.

Referral of an employee to the EST by itself does not constitute an allegation that an employee has an AOD related problem.

- B. Employees may also be referred to the EST through self-referral or referral by peers, family, or community representatives.
- C. An employee who self-discloses to the EST Core Team and who is making satisfactory progress in following his/her recommendations will not be liable to suspension or other disciplinary action for behavior which occurs prior to self-referral unless:
1. The employee self refers or self discloses conduct already reported or about to be reported
OR
 2. The employee fails to follow the EST Core Team's recommendations or to make satisfactory progress in the Employee Support Program.
- D. No records of the employee's participation in the Employee Support Program will become part of the employee's personnel file. Diagnostic labels such as "drug abuse" or "chemically dependent," in addition to pejorative labels, are never to be used in documents referring to any employee or in a conversation about the employee with third parties.
- E. Participation in the Employee Support Program is voluntary. At all times it is the prerogative of the employee to accept or reject referral to the EST or to community-based services.
1. Regardless of whether an employee accepts or rejects assistance, it remains his/her responsibility to bring job performance up to acceptable levels or face such corrective or disciplinary actions as may be warranted.
 2. If an employee accepts treatment for chemical dependency, that fact will be regarded as it would for any other illness with respect to the employees rights, benefits, and privileges.

APPENDIX A: RECOMMENDATIONS

Upon referral to the EST, the team may consult with the staff member in an attempt to assess the nature and scope of the problem. This initial referral may result in one or more of the following recommendations:

1. No further action is necessary at this time; no apparent personal or performance problem.
2. Referral to other in-district or community services is appropriate; however, no apparent AOD related problem at this time.
3. Referral to an approved AOD agency for a professional evaluation with appropriate recommendations made.
4. Contracts for specific performance based behavioral changes, monitored through regular meetings between the employee and a member of the EST.
5. Referral to other school-based or community services such as individual counseling, Alcoholics Anonymous, etc.

POLICY AWARENESS STATEMENT

I have read the AOD policy of Sweetwater County School District Number One outlined in this handbook. I understand the procedures and consequences for violations of this policy.

Employee Signature _____

Employee Printed Name _____

Date _____

Building/Position _____