

**STAFF AND PERSONNEL
SERIES 400**

409.3

TITLE: DRUG FREE WORKPLACE*

Purpose:

The Wilder School District recognizes that the use of illegal substance and or alcohol is a very serious problem with physical, emotional, social, and legal implications. Of primary concern is the effect of substance abuse on job performance and productivity in the work environment. The District is committed to maintain a workplace free from illegal drugs, synthetic and look-alike drugs and alcohol substance abuse.

For the purposes of this policy, the term “Prohibited Substance” shall include but not necessarily be limited to: any unlawfully possessed/used controlled substance, illegal drugs, synthetic or look-alike drugs, abused prescription medications and alcohol.

Policy:

It is the policy of the District that the unlawful manufacture, distribution, dispersing, possession or use of a Prohibited Substance is prohibited in the workplace. Likewise, ones presence at work after having consumed a Prohibited Substance and/or of under the influence (in a common not legal definition of this phrase)of a Prohibited Substance is prohibited. It is a condition of employment with the District that all employees comply with this policy.

Procedure:

In keeping with the District's commitment to provide a drug free workplace for its employees, the District shall investigate and take remedial action whenever there is an articulable reasonable suspicion to believe that there is/has been a violation of this Policy.

If a violation has taken place, disciplinary action against the offending employee will follow. Appropriate action may result in termination. For certificated employees a violation will also result in a report being made to the Professional Standards Commission.

Decisions associated with retention of an offending employee would include satisfactory participation in a drug abuse assistance or rehabilitation program approved for such purpose by a Federal, State, or local health, law enforcement, or other appropriate agency.

An employee who is made aware of or suspects a prohibited incident is taking place shall report the matter to his/her supervisor. This matter will not be discussed with coworkers or persons not directly responsible for investigating the situation.

Violations of Criminal Drug Statutes Conviction:

As required by Federal Law, employees must notify their immediate supervisor of any criminal drug or alcohol statute conviction for a violation occurring in the workplace and no later than five (5) calendar days after such conviction.

Employees who are convicted under any criminal drug or alcohol statute for a violation not occurring in the workplace are also subject to disciplinary action, up to and including dismissal.

This policy complies with the requirements of P.L. 100-690 Title V, Subtitle D.

*Workplace is defined as wherever official school business is being conducted (i.e. Field Trips).

Adopted: June 11, 1990

| Amended: [9/9/2013](#)