

	<b>ABERDEEN SCHOOL DISTRICT</b>	<b>NEPN Code: GBEC</b>
	<b>POLICIES AND REGULATIONS</b>	

## **PERSONNEL**

### **DRUG-FREE WORK PLACE**

It is the intent of the Aberdeen School District 6-1 to abide by the regulations of the Drug and Alcohol Free Workplace Act of 1988 and Section 5145 of the Drug Free Schools and Communities Act. In compliance with these Acts, the School Board of the Aberdeen School District 6-1 provides the following information to all employees:

1. Employees will be informed of this policy and penalties for violation of this policy on an annual basis. In appropriate cases, the District may voluntarily or by virtue of law, report matters involving drugs, alcohol, inhalants, or other substances to the police for criminal prosecution. Drug-free awareness programs will inform employees of drug abuse dangers and resources for counseling support.
2. Employees who feel that alcohol or drug abuse may be a personal problem may voluntarily seek assistance through the Employee Assistance Program (EAP). Supervisors who have some rational basis, whether from direct observation or from the report of others, to believe that alcohol or drug abuse is interfering with an employee's job performance may require the employee to seek assistance through the EAP or another assistance programs of the employee's choice. Failure to comply may result in disciplinary action or termination of employment. Employees entering alcohol or drug abuse treatment programs, who are not under criminal charges will be allowed use of accumulated sick leave and upon successful completion of the treatment program, may return to their position. Treatment expenses are the responsibility of the employee.
3. Employees must not report to work or be subject to duty while their ability to perform their job duties is impaired due to on- or off-duty drug/alcohol use. The district may request an employee to undergo appropriate drug/alcohol testing if there is reasonable suspicion that the employee is under the influence of drugs or alcohol during the workday or while on duty. Refusal to consent to such a test may result in disciplinary action up to and including dismissal.
4. Abuse (manufacture, distribution, dispersing, possession, use, or under the influence) of a controlled substance in the workplace is prohibited.
5. Employees must notify the Human Resources Office in writing within five days of any criminal conviction for a drug/alcohol statute violation. Within thirty days, the Human Resources Office will take appropriate personnel action against such employee up to and including termination. An employee who is discharged for distribution or possession of drugs in violation of this policy will not be eligible for rehire.
6. Employees who have reasonable suspicion of other employees' use of a controlled substance must notify their supervisor and cite circumstances.

7. The District may require a blood, breath, urinalysis, or other drug/alcohol testing of an employee suspected of using or being under the influence of a drug or alcohol.
8. Regular discipline measures will be used for violations of this policy. Discipline may include a reprimand, suspension, termination and referral for prosecution.

**REFERENCES:**

Drug and Alcohol Free Workplace Act of 1988  
Drug Free Schools and Communities Act, Section 5145

**ADOPTED:** April 24, 2000  
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