

## SUBSTANCE-FREE WORKPLACE

A superintendent or designee who suspects an employee has a substance abuse problem shall follow these procedures:

1. **Identification** – The superintendent or designee shall document the evidence the superintendent or designee has which leads the superintendent or designee to conclude the employee has violated the Substance-Free Workplace policy. After the superintendent or designee has determined there has been a violation of the Substance-free Workplace policy, the superintendent or designee shall discuss the problem with the employee.
2. **Discipline** – If, after the discussion with the employee, the superintendent or designee determines there has been a violation of the Substance-Free Workplace policy, the superintendent or designee may recommend discipline up to and including termination or may recommend the employee seek substance abuse treatment. Participation in a substance abuse treatment program is voluntary.
3. **Failure to participate in evaluation/subsequent recommended treatment** – If the employee refuses to participate in a substance abuse treatment program or if the employee does not successfully complete a substance abuse treatment evaluation or program recommended as a result of evaluation, the employee may be subject to discipline up to and including termination.
4. **Notice** – If an employee is arrested, charged or convicted of a criminal drug offense committed in the workplace, the employee must notify the Associate Superintendent HR/Equity within three (3) business days of notification to the employee.

Cross Ref.: 400.4 Notification of Arrest, Criminal Charges, or Child Abuse Complaints

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