

ALCOHOL AND DRUG USE BY EMPLOYEES

522.1

The School District of Phillips has a strong commitment to provide a safe workplace for employees and to promote high standards of employee health and safety. While the District has no intention of intruding into the personal lives of employees, the District does recognize that serious involvement with drugs and alcohol eventually takes a toll on job performance.

Employees are expected to be in suitable mental and physical condition to be at work and to perform their jobs satisfactorily. Where the use of alcohol and other drugs interferes with such expectations, employees will be offered appropriate assistance. Seeking voluntary assistance for these problems will not jeopardize an employee's job, whereas continued problems with work performance, attendance, behavior, or other unacceptable conduct will result in disciplinary action.

Employees are to report to work free of the effects of alcohol and drugs. Employees who are found to be under the influence of alcohol or drugs will be subject to disciplinary procedures.

The use, possession, sale or transfer of illegal drugs, drug paraphernalia, or controlled substance will be grounds for disciplinary action, up to and including discharge.

Alcohol

The use or sale of alcohol in or on school property, in any District-owned or contracted vehicle, or at school-sponsored events by any employee is prohibited and will be grounds for disciplinary action up to and including discharge.

Illegal Drugs

The use, possession, sale, or transfer of illegal drugs, drug paraphernalia, or controlled substance in or on school property, in any District-owned or contracted vehicle, or at school-sponsored events by any employee is prohibited and will be grounds for disciplinary action, up to and including discharge.

Referral to Law Enforcement

Any suspected violation of any of the prohibitions which may constitute a violation of local ordinances or state or federal law shall be promptly reported by the Superintendent or designee to the appropriate law enforcement agency.

Offer of Employee Assistance Program

When an employee is in violation of this policy, on the job, in District facilities, vehicles, or on school grounds, or at a school-sponsored activity, the administrator or supervisor may offer the Employee Assistance Program.

1. The supervisor will review the purpose of the EAP and explain that the program is confidential and voluntary.

2. An employee has the choice to participate or to not participate. The employee's participation and/or nonparticipation in the EAP in no way excuses the employee's responsibility to meet the requirements of this policy and the required performance standard of the employee's job. All evaluations and subsequent actions will be based upon an employee's performance, without reference to the EAP.

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