

Policy 403.05: Substance-Free Workplace

Status: ADOPTED

Original Adopted Date: 05/01/1989 | **Last Revised Date:** 10/01/2021 | **Last Reviewed Date:** 10/01/2021

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

1. Identification - the Superintendent shall document the evidence the Superintendent has which leads the Superintendent to conclude the employee has violated the Substance-Free Workplace policy. After the Superintendent has determined there has been a violation of the Substance-Free Workplace policy, the Superintendent shall discuss the problem with the employee.
 2. Disciplinary - if after the discussion with the employee, the Superintendent determines there has been a violation of the Substance-Free Workplace policy, the Superintendent shall commence disciplinary action.
 3. Conviction - if an employee is convicted of a criminal drug offense committed in the workplace, the employee must notify the employer of the conviction within five days of the conviction.
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