

## SUBSTANCE-FREE WORKPLACE REGULATION

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

1. **Identification** - a Human Resources Administrator shall document the evidence the Human Resources Administrator has which leads the Human Resources Administrator to conclude the employee has violated the Substance-Free Workplace policy. After the Human Resources Administrator has determined there has been a violation of the Substance-Free Workplace policy, the Human Resources Administrator shall discuss the problem with the employee.
2. **Discipline** - if, after the discussion with the employee, the Human Resources Administrator determines there has been a violation of the Substance-Free Workplace policy, the Human Resources Administrator may recommend to the Superintendent 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 referral** – if the employee refuses to participate in a substance abuse treatment program or if the employee does not successfully complete a substance abuse treatment program, the employee may be subject to discipline up to and including termination.
4. **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.