

REGIONAL SCHOOL UNIT No. 67

DRUG-FREE WORKPLACE

Introduction

The Board of Directors of Regional School Unit No. 67 recognizes that alcoholism/drug dependency and other emotional/psychological problems may cause personal and professional problems which may directly or indirectly affect the performance of an employee. It is the intent of the Board of Directors of R.S.U. No. 67 to help employees get the help necessary to address these problems and to achieve restoration of health and full recovery. It is not the task of the Board of Directors nor school administrators to diagnose chemical abuse and/or emotional problems, but rather to make appropriate referrals for diagnosis based on job performance. Any employee having alcoholism/drug dependency or other emotional problems will receive the same consideration and treatment opportunities that are presently extended under the existing health insurance policy to all those having other adverse health conditions.

Every employee of R.S.U. No. 67 shall receive a copy of this policy.

I. School Personnel Substance Abuse Rule

School policy prohibits any employee of the school system from consuming, possessing, furnishing, selling or being under the influence of alcohol or scheduled drugs (as defined in 17-A M.R.S.A., Sec. 1101) in school or at any school sponsored, organized or associated function or on any property, facility or vehicle owned or operated by or for the school. It is not a violation of school policy for an employee of the school system to use in school a legally defined drug specifically prescribed by his/her doctor for the employee's own use.

II. Disciplinary Action

A. Possession/Use

When the school is notified of a reported violation of school policy set out above, involving possession or consumption of alcohol or scheduled drugs, school officials will notify the employee and shall attempt to verify the nature and extent of the violation. Upon verification of the alleged violation, the appropriate administrator shall take the following steps:

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1. Ensure that the employee who is drug/alcohol affected is transported, if possible, to a safe environment by his/her appropriate supervisor or designee;
2. Take appropriate disciplinary action, up to and including dismissal, in accordance with any applicable collective bargaining agreement in effect at the time of the occurrence, if the employee's actions place or placed children's safety or educational welfare in jeopardy or endangered other individuals; and
3. If the employee agrees to discuss the nature and extent of his/her substance abuse problem and agrees to seek appropriate treatment, then the administrator shall refer the employee to a professional who can assist the employee in obtaining the appropriate services.

B. Furnishing/Selling/Buying

When the school is notified of a reported violation of school policy set out above, involving furnishing, selling or buying alcohol or scheduled drugs, school officials will notify the employee and shall attempt to verify the nature and extent of the violation. Upon verification of the alleged violation, the administrator shall take the following steps:

1. Ensure that the employee who is drug/alcohol affected is transported, if possible, to a safe environment by his/her appropriate supervisor or designee;
2. Immediately suspend any person violating this rule in accordance with any applicable collective bargaining agreement in effect at the time of the occurrence; and
3. If the employee violated this rule, then the employee's name shall be furnished to proper law enforcement officials, and the employee will be permanently removed from his/her position in a manner consistent with the collective bargaining agreement in effect at the time of the occurrence.

III. Counseling and Treatment Procedures

A. Self Referral

1. The school strongly encourages any school employee who suspects that he/she may have alcoholism/drug dependency or

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other emotional problems to voluntarily seek help for any possible alcohol or drug dependency problem. The primary role of the administrator receiving a request for help is to direct the person to an appropriate resource.

2. Where necessary, the school system will work with outside agencies that can provide such referrals and will facilitate the contact and arrangement of services between the individual and the service agency.
3. The administrator shall keep all voluntary referrals confidential.
4. This is a voluntary assistance program. The decision to request diagnosis and accept treatment for alcoholism/drug dependency or other emotional problems is the personal responsibility of the employee.

IV. Criminal Violations

- A. Any employee who is convicted of a criminal drug statute for conduct occurring in the workplace shall notify the superintendent of schools no later than twenty-four (24) hours after such conviction.
- B. Failure to provide such notice within twenty-four (24) hours shall result in disciplinary action, up to and including dismissal, in accordance with the applicable collective bargaining agreement in effect at the time of the employee's failure to provide appropriate notice.

Adopted: June 25, 1990

Revised: April 28, 1993