

Drug-Free Workplace

Mapleton Public Schools (the “District”) is dedicated to promoting a work environment free from the effects of illegal or misused legal drugs, alcohol, and controlled substances. In order to provide quality service to the public and a safe, healthful and efficient work environment, Mapleton Public Schools requires its employees to report for work fit to perform their jobs. Observance of this policy is mandatory and a condition of employment. The District will follow all applicable laws and regulations, including the Americans with Disabilities Act (ADA).

Mapleton Public Schools strictly prohibits its employees from being under the influence, or the use, consumption, sale, transfer, distribution, manufacture, or possession of illegal drugs, controlled substances or alcohol during the work day for all of its employees or while on any District property, work site, at a school activity or sanctioned event, and in a District owned vehicle or personal vehicle being used for District business or parked on District property, collectively known as the “workplace.”

Mapleton Public Schools has established drug testing rules, regulations, and procedures regarding its employees and applicants for employment.

Pursuant to law, any employee who is convicted or pleads *nolo contendere* under any criminal drug statute for a violation occurring in the workplace shall notify the superintendent or designee no later than five days after the conviction. The District has an obligation under federal law to notify the appropriate federal agency within 10 days after receiving notice of such conviction if there is a relationship between federal funds received by the District and the convicted employee's work site.

Employees found in violation of this policy may be subject to disciplinary actions up to and including termination. Other actions, including notification of appropriate law enforcement agencies, may be taken in response to a violation of the policy.

Use of Prescription and/or Over the Counter Drugs

Employees who must use medically prescribed or over-the-counter drugs, which may adversely affect their ability to perform work in a safe and productive manner, are expected to notify a manager, supervisor or Human Resources prior to starting work or entering District facilities or work sites for duty.

In those circumstances where use of a prescribed or over-the-counter drug is not consistent with the safe and efficient performance of duties, employees may be required to use accrued leave or take leave without pay as determined to be appropriate by Human Resources.

Alcohol and Drug Screening

Any employee may have a drug and/or alcohol screening administered when the District has reasonable suspicion to believe that the employee is under the influence of alcohol and/or drugs while in the course of performing their job duties for the District, or following an accident or injury in which an employee is involved. Refusal to consent to such tests may result in disciplinary action, up to and including termination of employment.

Employees with commercial drivers' licenses are subject to alcohol and drug screening in accordance with District Policy EEAEAA, Drug and Alcohol Testing for Bus Drivers.

Employees testing positive as a result of alcohol and drug screening shall be placed on administrative leave, until a decision is made by the superintendent or designee.

Rehabilitation for Drug or Alcohol Use

Employees requiring assistance with drug and/or alcohol rehabilitation may contact the Human Resources Department for information on organizations that assist such individuals. It is the responsibility of employees to seek assistance from appropriate sources before alcohol or drug use leads to performance problems and/or disciplinary action. The cost of entering a rehabilitation program will be the burden of the employee.

Employees' decisions to seek assistance shall not be used against the employee in any disciplinary proceeding. No information obtained as a result of voluntary entry into a treatment program shall be used for disciplinary purposes. Seeking help and counsel with drug and/or alcohol abuse does not exempt employees from disciplinary measures for violation of this policy, or any other District policy.

Adopted December 11, 2012.

LEGAL REFERENCES:

20 U.S.C. 7117 (*Safe and Drug-Free Schools and Communities Act of 1994*)

21 U.S.C. 812 (*definition of controlled substance*)

41 U.S.C.701 and 702

CROSS REFERENCES:

GBEC-E: Drug Free Workplace

EEAEAA: Drug and Alcohol Testing For Bus Drivers

GCQF: Discipline, Suspension and Dismissal of Professional Staff

GDQD: Discipline, Suspension and Dismissal of Support Staff

JICH: Drug and Alcohol Use by Students