

## **GBEC**

### **PROHIBITION OF STAFF USE OF ALCOHOL and DRUGS**

The Rochester School Board recognizes that the unlawful use of controlled substances constitutes a danger to staff, students, and the community of Rochester. Accordingly, the Board will conduct the following activities in order to maintain a Drug-Free Workplace in accordance with the Drug-Free Workplace Act of 1988 (34 CFR Part 85, Subpart F):

1. The Superintendent will distribute to each employee of the Rochester School Department a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the School Department's workplace and specifying the actions that will be taken against employees for violation of this prohibition.
2. The Superintendent will inform employees that the following are grounds for disciplinary action:
  - (a) Working under the influence of alcohol or illegal drugs, no matter where consumed.
  - (b) Having an unsealed container of alcohol or consuming alcohol on School property. (Any employee who finds any type of container of alcohol on School property should report it to the administrator as soon as possible.)
3. The Superintendent will ensure that all employees appointed after adoption of this policy shall be provided with the statement named in Item 1, above, and that said employee shall sign a statement affirming receipt of said statement and establishing that, as a condition of employment, said employee will:
  - (a) Abide by the terms of the statement; and
  - (b) Notify the Superintendent of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
4. Upon receipt of a notice of conviction under paragraph 2(b), the Superintendent shall, within ten days, notify any agency administering a grant program under which such employee may be working of said conviction.
5. Upon receipt of a notice of conviction under paragraph 2(b), the Superintendent shall, within thirty (30) days, initiate appropriate personnel action against such employee under the terms of:
  - (a) The respective master agreements between the School Board and collective bargaining units certified to represent School Department employees, or;
  - (b) Personnel Policies for employees not covered by a collective bargaining agreement.

Such action may include, but is not limited to:

- i. Verbal reprimand
- ii. Written reprimand
- iii. Suspension from assigned duties
- iv. Termination of employment with the Rochester School Department
- v. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement, or other appropriate agency. (Note: this action may be enforced concurrently with and in addition to items 5(i) through 5(iii) above.)

6. The Superintendent shall establish a Drug-Free Workplace Awareness Program to inform employees about:
  - (a) The dangers of drug abuse in the workplace
  - (b) The School Board's policy of maintaining a drug-free workplace
  - (c) The availability of drug counseling, rehabilitation and other assistance programs
  - (d) The penalties that may be imposed on employees for drug abuse violations occurring in the workplace

Adopted: April 8, 1993  
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Formally GBCBA