

EMPLOYEE DISCIPLINE/REFERRAL PROCEDURES

A. Off-Duty Alcohol or Prescription Drug Abuse or Illegal Drug Use

Supervisors may impose discipline, up to and including discharge, when an employee's excessive absenteeism, tardiness, unacceptable work performance, negligent conduct resulting in personal injury or property damage, or other misconduct is related, in whole or in part, to off-duty abuse of alcohol or prescription drugs or the use of illegal drugs. There shall be a logical relationship between the severity of the situation and the supervisory action taken.

After determining that an employee has engaged in the off-duty abuse of alcohol or prescription drugs or the use of illegal drugs and after determining that such use or abuse has an effect with the employee's position with the District:

- a. The supervisor shall review the employee's job performance record when determining what, if any, discipline will be imposed.
- b. The supervisor shall specify what is expected from the employee and the required behavior and explain the consequences of failure to improve.
- c. The supervisor may offer the employee the opportunity to participate in the employee assistance program (EAP) if the employee feels that there is a personal problem interfering with his/her work.

B. Violation of the Board's Drug-Free Workplace Policy

To the extent permitted by law, an employee may be required to submit to a drug and/or alcohol test when the District has reasonable suspicion that he/she has used drugs and/or alcohol in violation of the Board's Drug-Free Workplace Policy.

APPROVED: May 22, 2006
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