

DRUG FREE WORKPLACE

An employee shall not introduce, possess, consume, be under the influence of, have a measured quantity in his/her system, use, sell, manufacture, deliver, trade, exchange, distribute, or dispense alcoholic beverages, prescription drugs which have been prescribed for a person other than himself/herself, illegal drugs or controlled substances while the employee is:

1. In or upon school premises including buildings, vehicles or property of the School District of West Salem;
2. In vehicles used to transport students to and from school activities;
3. In the workplace; or
4. Off school property during any school-sponsored or school-approved activity where students are under the jurisdiction of the district.

As required by the Federal Drug Free Workplace Act, the District shall establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace, the District's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and, if applicable, employee assistance abuse programs, and the penalties that may be imposed upon employees for drug abuse violations.

Any employee engaged in work in connection with a federal grant who is convicted of a criminal drug statute violation occurring in the workplace must notify the superintendent or building principal within five days of such conviction. The superintendent or building principal shall notify the appropriate federal agency within 10 days of receiving such notice. This notification requirement only applies to employees engaged in work in connection with a grant paid directly by the federal government. This notification process does not apply to those employees engaged in work in connection with a federal grant paid to the district through any state agency. If an employee wishes to know whether he/she is an employee engaged in work in connection with a grant paid directly by the federal government, the employee should request such information from the district administrator or building principal, in writing.

West Salem School District
Policy 522.1

The School District of West Salem will not tolerate excessive absenteeism, tardiness, unacceptable work performance, negligent conduct resulting in personal injury or property damage, and other misconduct. If such conduct is related, in whole or in part, to off-duty abuse of alcohol or prescription drugs to the extent permitted by law, such conduct shall be cause for disciplinary action, up to and including discharge.

In addition, conduct which is in violation of the district's alcohol and other drug prohibition is wholly inconsistent with the educational goals of the district, shall not be tolerated and shall be cause for disciplinary action, up to and including discharge. In addition to any disciplinary action taken, the District may make a report to the State Superintendent of Public Instruction related to licensure, and referral for criminal prosecution. In its sole discretion, the District may allow an employee to undergo evaluation for alcoholism or drug addiction and successfully complete any recommended treatment, in lieu of termination.

This policy shall be distributed to all employees and annually published through building handbooks.

LEGAL REF.: Drug-Free Workplace Act of 1988 (41 U.S.C. §701, et seq.)
34 CFR Part 84
Wisconsin Statute Section 125.09

CROSS REF.: 522.1-Rule (1), Drug-Free Workplace Guidelines
522.1-Rule (2), Employee Discipline/Referral Procedures
523.3, Employee Assistance Program
523.11, Bus Driver Alcohol and Drug Testing

APPROVED: May 22, 2006
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