

## SUBSTANCE-FREE WORKPLACE

The Board of Education expects the school district and its employees to remain substance free. No employee shall unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of, in the workplace, any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance or alcoholic beverage as defined by federal or state law. "Workplace" includes school district facilities, school district premises or school district vehicles. "Workplace" also includes nonschool property if the employee is at any school-sponsored, school-approved or school-related activity, event or function, such as field trips or athletic events where students are under the control of the school district or where the employee is engaged in school business.

If an employee is convicted of a violation of any criminal drug offense committed in the workplace, the employee will notify the Chief Human Resources Officer within five (5) days of the conviction.

The Superintendent or Chief Human Resources Officer will make the determination whether to require the employee to undergo substance abuse treatment or to discipline the employee. An employee who violates the terms of this policy may be subject to discipline up to and including termination. An employee who violates this policy may be required to successfully participate in a substance abuse treatment program approved by the Board. If the employee fails to successfully participate in a program, the employee may be subject to discipline up to and including termination.

The Chief Human Resources Officer shall be responsible for publication and dissemination of this policy to each employee. In addition, the Chief Human Resources Officer shall oversee the establishment of a substance-free awareness program to educate employees about the dangers of substance abuse and notify them of available substance abuse treatment programs.

It is the responsibility of the Superintendent, in conjunction with the Chief Human Resources Officer, to develop administrative regulations to implement this policy.

Legal Ref.: 41 U.S.C. §§ 81 (2012).  
 42 U.S.C. §§ 12101 *et seq.* (2012).  
 34 C.F.R. Pt. 85 (2012).  
 Iowa Code §§ 123.46;124; 279.8 (2013).

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