

**SUBSTANCE-FREE WORKPLACE - Regulation**

A Superintendent or Chief Human Resources Officer who suspects an employee has a substance abuse problem shall follow these procedures:

1. **Identification** – The Superintendent or Chief Human Resources Officer shall document the evidence he/she has which leads the him/her to conclude the employee has violated the Substance-Free Workplace policy. After the Superintendent or Chief Human Resources Officer has determined there has been a violation of the Substance-Free Workplace policy, the he/she shall discuss the problem with the employee.
2. **Discipline** – If, after the discussion with the employee, the Superintendent or Chief Human Resources Officer determines there has been a violation of the Substance-Free Workplace policy, he/she may recommend discipline up to and including termination or may recommend the employee seek substance abuse treatment. Participation in a substance abuse treatment program is voluntary.
3. **Failure to participate in evaluation/subsequent recommended treatment** – If the employee refuses to participate in a substance abuse treatment program or if the employee does not successfully complete a substance abuse treatment evaluation or program recommended as a result of evaluation, the employee may be subject to discipline up to and including termination.
4. **Conviction** – If an employee is convicted of a criminal drug offense committee in the workplace, the employee must notify the Chief Human Resources Officer of the conviction within five days of the conviction.

Cross Ref.: 400.4 Notification of Arrest, Criminal Charges, or Child Abuse Complaints

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