

SUBSTANCE-FREE WORKPLACE REGULATION

A superintendent who suspects an employee has a substance abuse problem will follow these procedures:

1. **Identification** - the ~~superintendent~~ principal will document the evidence the ~~superintendent~~ principal has which leads the superintendent to conclude the employee has violated the Substance-Free Workplace policy. After the superintendent has determined there has been a violation of the Substance-Free Workplace policy, the superintendent will discuss the problem with the employee.
2. **Discipline** - if, after the discussion with the employee, the ~~superintendent~~ principal determines there has been a violation of the Substance-Free Workplace policy, the superintendent may recommend discipline up to and including termination and/or may recommend the employee seek substance abuse treatment. Participation in a substance abuse treatment program is voluntary.
3. **Failure to participate in referral – if the employee refuses to participate in a substance abuse treatment program or if the employee does not successfully complete a substance abuse treatment program, the employee may be subject to discipline up to and including termination.**
4. **Conviction** - if an employee is convicted of a criminal drug offense committed in the workplace, the employee must notify the ~~employer~~ superintendent of the conviction within five days of the conviction.