

## **Policy 400.3 Drug, Tobacco, and Alcohol Free Workplace**

The West Jefferson School District #253 recognizes that the use of illegal substances is a very serious problem with physical, emotional, social, and legal implications. Of primary concern is the effect of illegal and other harmful substances on job performance, productivity, and serving as healthy role models for students. The District is committed to maintaining a workplace free from illegal drugs, drug abuse, and in preserving a tobacco free campus.

The unlawful manufacture, distribution, dispersing, possession, or use of a controlled substance is prohibited in the workplace. This policy also includes the use of any form of tobacco and/or of being under the influence of alcohol while at work. It is a condition of employment that all employees comply with this policy. The District has the right and obligation to investigate potential violations of this policy. If violated, appropriate action may include up to termination. Decisions associated with retention of an offending employee could include satisfactory participation in a drug abuse assistance or rehabilitation program approved for such purposes by governmentally approved regulatory agencies.

Any employee who is made aware of or suspects that a prohibited incident has or is taking place shall report the matter to the superintendent. If the superintendent is suspected of being the guilty party, the report should be directed to the Board Chair. This matter is not to be discussed with coworkers or person not directly responsible for investigating the situation.

All employees shall be required to sign a copy of this policy verifying that it has been received and reviewed.

This policy complies with Public Law 100-690 Title V, Section 1515. Also see Policy 502.7 Tobacco, Alcohol and Illegal Drugs.

Date Adopted: December 13, 2012

Employee Agreement: I have read this policy and agree to comply with the above requirements relating to maintaining a Drug, Tobacco, and Alcohol Free Workplace