

Mad River Local School District

Bylaws & Policies

3170 - SUBSTANCE ABUSE AND PREVENTION FOR EMPLOYEES

Purpose

It is the policy of the Mad River Local Board of Education to maintain a drug-free workplace in full compliance with all applicable Federal, State and local laws by:

- A. establishing clear behavioral expectations for employees with regard to substance abuse;
- B. providing educational opportunities to inform employees of the hazards of substance abuse, and about how the potential for problem behavior related to usage can be reduced;
- C. maintaining an environment where the adverse effects of alcohol and drug abuse are minimized;
and
- D. informing individual users about all Federal and State regulations regarding substance.

Policy

The following behavioral expectations of employees are intended to protect the health, safety and well-being of all individuals associated with Mad River Local Schools:

- A. The manufacture, distribution, dispensation or sale of controlled substances (i.e., drugs and/or alcohol) is prohibited while employees are on Mad River Local Schools premises, engaged in Mad River Local Schools activities off premises, or during working hours, and will be grounds for termination of employment.
- B. The possession, use or being under the influence of controlled substances (i.e., drugs and/or alcohol) is prohibited while employees are on Mad River Local Schools premises, engaged in Mad River Local Schools activities off premises, or during working hours.
- C. The use, possession, transport, selling or purchase of alcoholic beverages and drugs while engaged in activities on Mad River Local Schools premises or during a Mad River Local Schools sponsored function will be permitted if either of the following conditions exist:
 - 1. Use of the particular drug is permitted by law or has been authorized as a use for medicinal purposes. Adverse effects of prescribed medications that necessitate use of sick leave will not be considered substance abuse.
 - 2. The activities or events are approved and/or sponsored by Mad River Local Schools and

approval has been granted to serve alcoholic beverages.

- D. Employees convicted of violating any Federal, State or local criminal drug statute, where the violation occurred on Mad River Local Schools premises, must report the conviction to the Assistant Superintendent for Personnel within five (5) working days of the conviction. Such convictions will result in the referral of an employee to a drug abuse assistance or rehabilitation program approved by a Federal, State or local health or law enforcement or other appropriate agency, and said employee's satisfactory participation in such a program. Rehabilitation expenses are to be borne by the employee, except as may be covered by group health insurance.
- E. In circumstances where the employee in question has been previously referred for rehabilitation in lieu of discipline, the option to participate in rehabilitation may not be available.
- F. At any Mad River Local Schools sponsored event where alcoholic beverages are served, non-alcoholic beverages must also be served and the drinking of alcoholic beverages must not be the focus of the event.
- G. The serving of alcoholic beverages at Mad River Local Schools events must, at all times, conform to State and local laws as well as policies established by Mad River Local Schools.

Violations of the policy (Sections A-G) will result in appropriate disciplinary measures being taken, which may include termination.

Prevention

Employees are encouraged to obtain drug abuse education or prevention information available on a voluntary, non-threatening, and confidential basis that will not jeopardize an individual's status as an employee.

There will be available for all Mad River Local Schools employees at least one (1) educational opportunity per year to inform employees about the hazards of substance abuse, rehabilitation options and Mad River Local Schools' policies on substance abuse. Such may take form of in-services, seminars, meetings or similar functions.

Intervention

An employee who voluntarily seeks assistance for a substance abuse problem will not be terminated or otherwise disciplined solely for such action.

Mad River Local Schools supports employees' intentions to obtain assistance for problems related to substance abuse in the following ways:

- A. Discussions between Mad River Local Schools representatives and all employees experiencing substance abuse problems will be strictly confidential.
- B. Sick leave days or personal leave days may be utilized to pursue substance abuse rehabilitation. In addition, the employee may apply for unpaid leave to pursue substance abuse rehabilitation.

- C. The Assistant Superintendent for Personnel will maintain and make available to employees and the employees' organizations information on employee benefits available to assist in resolving substance abuse problems as well as information on community resources for addressing such problems.

All employees will be provided with a copy of this policy.