

SCHOOL DISTRICT OF PITTSVILLE BOARD POLICY

PERSONNEL

GENERAL PERSONNEL POLICIES

STAFF CONDUCT

ALCOHOL AND DRUG-FREE WORKPLACE

522.1

District employees are prohibited from engaging in the following conduct on District-premises, in any vehicle being used for District business, or, regardless of location, at any District-authorized activity, event, or function at a time when the employee is acting in the scope of his/her employment, responsible for District students, or otherwise acting as an agent of the District:

- The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance.
- Attempting or intending to unlawfully sell or otherwise distribute alcohol or controlled substances.
- Being under the influence of a controlled substance, except that an employee may possess, and work while he/she is taking, over-the-counter medication(s) and his/her own prescription medication(s) provided that (1) the employee follows the relevant instructions for and does not misuse the medication(s), and (2) the use of the medication(s) does not prevent the safe and acceptable performance of the employee's job duties.
- Possessing, distributing, or consuming intoxicating beverages or, where there is no legitimate and authorized purpose, other forms of alcohol, or being under the influence of alcohol, except:
 - An employee may possess alcohol in a sealed container in his/her locked personal vehicle (e.g., for purposes of transporting the alcohol for off-duty purposes).
- Using or being under the influence of a hazardous inhalant.
- Possessing, selling, or distributing, or attempting to sell or distribute, look-alike controlled substances (substances that are represented as an illegal drug regardless of the true nature of the substance) or any unlawful synthetic drugs that are not expressly classified as a controlled substance but that purportedly produce similar subjective effects to illegal drugs.
- Possessing, using, or distributing drug paraphernalia.

Employees are notified by this policy that where an employee's off-duty conduct relating to alcohol or controlled substances has a legally-sufficient connection to the individual's employment, the off-duty conduct can serve as the basis for employment-related discipline or other employment-related consequences.

Certain employees may be subject to further requirements and restrictions related to alcohol and controlled substances based on their positions or job duties. For example, an employee who is engaged in the performance of a federal contract or qualifying federal grant must notify the District Administrator of any criminal drug statute conviction for a violation that occurred in the workplace. This notification shall be made within five (5) days of the conviction. The District Administrator or his/her designee must notify the appropriate federal agency and take other appropriate action.

Adherence to the District's alcohol-free and drug-free workplace policy is a condition of employment with the District. Employees who violate the District's policies or rules regarding these substances are subject to consequences, including possible referral for a drug or alcohol evaluation, referral to a counseling or rehabilitation program, referral to any available employee assistance program (EAP), reassignment, monitoring plans (which, to the extent permitted by law, may include testing), discipline (up to and including immediate termination), and/or referral to appropriate law enforcement officials. A referral for evaluation, counseling, or treatment does not include any District commitment to pay for such services.

This policy, or a reference to and summary of this policy, shall be included in the District's Employee Handbook.

The District Administrator is responsible for ensuring that the District provides information to employees to raise awareness regarding (1) the dangers of alcohol and drug abuse in the workplace, (2) the District's policy of maintaining an

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alcohol-free and drug-free workplace, (3) any available counseling, rehabilitation, and employee assistance programs, and (4) the consequences that may be imposed upon employees for alcohol-related or drug-related misconduct.

LEGAL REFERENCES:

Wisconsin State Statutes

Section 111.35 Use or nonuse of lawful products; exceptions and special cases
Section 121.02(1)(i) Safe and healthful facilities
Section 125.09 Restriction on alcoholic beverages on school grounds property and at school activities
Section 939.22(15) Definition of hazardous inhalant
Chapter 961 Controlled Substances Act laws

Federal Statutes

41 U.S.C. Ch. 81 Federal Drug-Free workplace requirements for federal contractors and grantees
2 C.F.R. Ch. 1, Part 182, Subpart B Federal regulations implementing the federal Drug-Free Workplace Act
21 C.F.R. Part 1308 Federal schedules of controlled substances

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