



Book	Policy Manual
Section	4000 Noncertificated Employees
Title	DRUG-FREE WORKPLACE
Code	po4122.01
Status	Active
Adopted	May 13, 1991
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#### 4122.01 - **DRUG-FREE WORKPLACE**

No employee of the School District engaged in work or while in the workplace shall unlawfully manufacture, distribute, dispense, possess, or use any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcohol, or any other controlled or look-alike counterfeit substance as defined in Federal and State law, and any drug paraphernalia as the term is defined by law.

"Workplace" is defined to mean the site for the performance of work done in connection with the School District. The workplace includes any school building, school property, school-owned vehicles, or school-approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-related activity, event or function, such as a field trip or athletic event where students are under the jurisdiction of the School District where work or a District approved activity is performed.

As a condition of employment, each employee who is engaged in performance of his/her duty shall notify his/her supervisor of his/her conviction and any criminal alcohol/drug statute for a violation occurring in the workplace as defined above, not later than five (5) days after such conviction.

All CDL license holders employed by the School District are subject to the Board Policy for Drug and Alcohol testing of CDL license holders (passed by the Board of Education on the 11th day of December, 1995 and revised the 8th day of July, 1996) and referenced in Article 20 - Bus Drivers, Section 20.6 of the contract between the School District Board and Local 546 of OAPSE. To the extent that the Drug-Free Workplace Board Policy conflicts with Article 20, Section 20.6 of the collective bargaining agreement and with the Board Policy on Drug and Alcohol Testing of CDL License Holders, the Board Policy on Drug and Alcohol Testing of CDL License Holders shall prevail.

Any employee who violates the terms of this policy shall satisfactorily participate in a drug abuse assistance or rehabilitation program approved by the Board with the cost being the responsibility of the employee. The following are approved as Drug Assistance or Rehabilitation Programs:

- A. Community Mental Health Services in St. Clairsville, Ohio.
- B. The Drug and Alcohol Counsel at St. Clairsville, Ohio.
- C. "Touchstones" located at East Ohio Regional Hospital in Martins Ferry, Ohio.
- D. "Northwood System" in Wheeling, West Virginia.

If the employee fails to satisfactorily participate in such program, the employee shall be non-renewed or employment may be suspended or terminated, at the discretion of the Board. Sanctions against employees, including non-renewal, suspension, and termination shall be in accordance with prescribed School District administrative guidelines and procedures.

All staff shall receive a copy of the above mandatory standards of conduct and statement of disciplinary sanctions required on a yearly basis.

Revised 1/13/92

Revised 5/10/93

Revised 7/8/96

Revised 1/12/98

Legal

41 U.S.C. 701 et seq., Drug-Free Workplace Act of 1988

20 U.S.C. 3224A