500.1

# Drug Free Workplace Procedures

1. Subsequent to the approval of the RESA-6 Drug-Free Workplace policy and its implementing procedures, all current employees of RESA-6 and, thereafter, anyone who is hired to work for RESA-6 will be given a copy of the policy and procedures and will be required to sign and date the Drug-Free Workplace Verification Statement, indicating that they have received a copy of the Drug-Free Workplace Policy and Procedures.

1. Beginning with the fiscal year in which the Drug-Free Workplace policy and implementing procedures are approved and continuing each successive fiscal year thereafter, the Executive Director will conduct a staff development session for all RESA-6 employees as a means of providing information on the following: the Employee Referral program; the dangers of drug-abuse in the workplace; the penalties for workplace drug-abuse; and the availability of drug-free literature.

1. As a condition of employment with RESA-6, all employees shall abide by the terms of the policy on Drug-Free Workplace and its implementing procedures. Compliance is mandatory.

1. Procedures for employees who voluntarily request assistance for substance abuse:

* 1. The employee who voluntarily requests help because he/she is using a controlled substance or alcohol at times other than during the workday or times other than when performing job-related activities, or at Board sponsored events shall be accorded the following:

* + 1. The employee shall be required to attend a conference with the Executive Director.

* + 1. The employee shall be granted up to fifteen (15) days of leave, provide verification that he/she is enrolled in a substance abuse or alcohol abuse counseling/rehabilitation program, and provide verification that he/she attended the counseling/ rehabilitation sessions on a regular basis.

* + 1. Should this exceed fifteen (15) working days, the employee will not be compensated for additional days until it is determined that he/she has meet the requirements of this section.

* + 1. The employee shall be required to provide the Executive Director with the results of relevant tests on the second Tuesday of each month for six months following his/her return to work.

1. Possession, use, or distribution of a controlled substance or alcohol will be dealt with promptly in accordance with legal and administrative disciplinary procedures.

* 1. Disciplinary action for the violation of the policy shall be as follows:

* + 1. For the employee who uses, has in his/her possession or is under the influence of a controlled substance or alcohol in a school, during the performance of any job related activity, while traveling in a vehicle either owned, leased, or rented by RESA-6 or at any Board sponsored activity.

##  1. FIRST OFFENSE

1. The police will be notified.

1. The employee shall be suspended with pay up to fifteen (15) days after he/she has been afforded due process.

1. Following a Board hearing, the employee may be suspended up to ninety (90) days without pay.

1. The employee will be required to enroll in a substance abuse counseling program. Failure to enroll in a counseling program or to follow the prescribed counseling program shall be grounds for termination of employment.

1. The employee will be required to furnish verification that he/she successfully completed a substance abuse counseling program, and a physician's statement verifying the employee is drug/alcohol free, prior to returning to the job site or work station.

1. The employee will be required to provide on the second Tuesday of each month for six months following reinstatement - a physician's statement verifying the employee has remained drug/alcohol free.

## 2. SECOND OFFENSE

1. The police will be notified.

1. The employee shall be suspended with pay up to fifteen (15) days after the employee has been afforded due process.

1. The Executive Director shall recommend to the RESA-6 Board of Directors that the employee be dismissed.

# F. Drug Free Workplace Definitions

1. **Federal Agency**: Any agency as that term is defined in Section 552 (f) of Title IV, United State Code.

1. **Alcohol**: Alcoholic beverages and any other intoxicating liquid which contains alcohol.

1. **Legal Drug**: Prescribed drugs and over-the-counter drugs which have been legally obtained and are being used solely for the purpose for which they were prescribed by a physician or manufacturer.

1. **Illegal Drug**: Any drug which is not legally obtainable and/or is being used in a manner or for a purpose other than as prescribed.

1. **Work Day**: The work day is any time an employee is engaged in any work-related activity which includes performance of business during a regularly scheduled work day, meal break or any occasion having a connection with the Board or the employee's duties, and at all times the employee is on the job site.