

EMPLOYEE SUBSTANCE ABUSE

It is the policy of the Columbia Local Board of Education to maintain a drug free workplace in full compliance with all applicable federal, state, and local laws. All employees of the district shall receive a copy of this provision and a copy of the Board adopted resolution regarding a drug free workplace and verify by signature that they have received a copy of the policy. The verification shall be kept on file.

A. Prohibited Conduct

Unlawful manufacture, distribution, dispensation, possession, use, or being under the influence of controlled substances (drugs) and/or alcohol by any employee is prohibited. (To avoid misunderstandings, prescribed medications should be reported to your supervisor.) "Controlled substance" means any drug subject to federal and/or state regulation as to manufacture, distribution, sale and use, including: cannabis, cocaine, amphetamines, barbiturates, and heroin.

B. Drug-Related Criminal Conviction

Employees convicted or violating any federal, state, or local criminal drug statute must report the conviction to the Superintendent within five (5) working days of the conviction.

C. Penalties

Violations of this policy will result in severe disciplinary action, up to and including immediate termination, unless the employee uses the Rehabilitation Option described in this policy. Any action against any member for substance abuse offenses must be in accordance with the terms of the Master Agreement and the applicable law.

D. Rehabilitation Option

Where the Policy has been violated, the employee may elect to seek rehabilitation through an approved treatment program, provided the employee is otherwise eligible for continuing employment. A Re-Entry Agreement, which will include an understanding that the employee will cooperate in all recommended treatment(s) and abstain from the use of any mind-altering substance, must be signed by any employee electing this Rehabilitation Option. Rehabilitation in lieu of discipline is available only one (1) time during any employee's tenure of employment. Rehabilitation, whether undertaken voluntarily, or in lieu of discipline, shall be entirely at the employee's expense, and without pay, except as may be covered by applicable group health plan terms, sick leave policies, and other leaves of absence policies.

E. Alcohol and Other Drug Awareness Program

Employees will be provided with information concerning alcohol and other drug abuse, as follows:

1. All employees will be provided with a copy of this policy.
2. The Superintendent will maintain information on community resources and employee benefits available to employees for assistance in dealing with chemical dependency problems;

3. Every year there will be available, for each employee, at least one educational opportunity addressing the physical, mental, and emotional dangers of alcohol and other drug abuse, as well as rehabilitation assistance resources available to employees. (Such educational opportunities may include: inservice programs, discussions or presentations at employee meetings, or other seminars.);
4. Columbia Schools publications, especially those distributed among employees will, from time to time, contain articles on the dangers of substance abuse and rehabilitation.

F. Confidentiality

Information provided to administrative personnel as to any problem related to alcohol and other drug abuse or chemical dependence shall be considered part of the employee's medical record, and shall be CONFIDENTIAL. Except as may be required by law, no person may discuss or otherwise divulge any information concerning such matters.

CHEMICAL DEPENDENT EMPLOYEES ARE URGED TO SEEK HELP BEFORE THEIR DEPENDENCE CAUSES PROBLEMS WITH THEIR EMPLOYMENT.

Adopted: August 24, 1983
Revised: December 15, 1993