

## **2400**

### **DRUG-FREE WORKPLACE**

IT IS THE INTENT OF THE BOARD TO COMPLY WITH THE DRUG-FREE WORKPLACE ACT OF 1988 AND OTHER APPLICABLE LAW WHICH REQUIRES THE BOARD TO MAINTAIN A DRUG-FREE WORKPLACE. THE BOARD AUTHORIZES THE SUPERINTENDENT TO DEVELOP PROCEDURES TO CARRY OUT THIS POLICY

AUTHORITY: F.S. 230.22 (1) (2)  
F.S. 322.62  
DRUG-FREE WORKPLACE ACT OF 1988, P. L. 100-690  
POLICY ADOPTED: 6/22/89  
RULES AMENDED: 9/4/90;10/6/92;12/20/94;7/18/95, 3/6/01:

### **RULES**

1. The Superintendent shall provide each permanent Board employee with a statement indicating that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including alcohol, is prohibited on all school board property and at school sponsored activities. Employees are strictly prohibited from reporting to work or being on duty while under the influence of alcohol or a controlled substance.
  - a. School board property shall be defined as school grounds, building, school bus, or vehicle provided for transportation by the school system.
  - b. School sponsored activities shall be defined as any approved school board event or official school board business, on or off school board property.
2. The Superintendent shall continue to provide district employees with information regarding the dangers of drug and alcohol abuse, the availability of drug counseling and the Employee Assistance Program.
3. Each Board employee must refrain from the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including alcohol, in the workplace.
4. The Board must take appropriate disciplinary action against affected employees who violate this policy, up to and including termination of employment, or require the affected employee(s) to participate satisfactorily in a state licensed drug and/or alcohol abuse program. Employees who violate this policy are subject to referral for criminal prosecution.
5. Upon request of the Executive Director of Professional Standards & Special Investigative Unit and/or his/her designee the employee shall submit to testing for the purpose of determining the alcohol content or the presence of controlled substances when reasonable suspicion is determined under applicable laws. The test should be performed in a reasonable manner through Risk Management. (F.S. 440.101) (F.S. 112.0455)  
An employee who tests positive shall be recommended for discipline action up to and including termination of employment. An employee who refuses to submit to testing will be recommended for termination of employment.
6. Drug and alcohol testing for applicants and employees who must hold a Commercial Driver's License. (CDL)
  - a. Applicants for employment (permanent and temporary) and Board employees (permanent or temporary) who are required to have a Commercial Driver's License (CDL) as a condition of employment shall be required to participate in a drug and alcohol testing program.
  - b. A CDL licensed employee (permanent and temporary) who does not submit to the required drug and/or alcohol test shall be terminated immediately.
  - c. Applicants who test positive for drugs/alcohol shall no longer be considered for employment. School Board employees who test positive shall be recommended for disciplinary action up to and including termination of employment to the Superintendent.
  - d. The Board authorizes the Superintendent to charge applicants for the drug/alcohol test. However, the Superintendent may waive this fee during periods of critical staff shortages as determined by the Superintendent.

7. Rule number 6 above shall be effective commencing on January 1, 1995.
8. Any employee who voluntarily self reports alcohol/drug/ dependence not connected to a criminal arrest will be referred to the Employee Assistance Program.
9. Switching, tampering with or adulterating any specimen or sample collected under the company's policy for the purpose of testing for drugs or alcohol, or attempting to do so, or assisting another in an attempt to do so, is prohibited. Any such effort may result in disciplinary action up to and including termination.

AUTHORITY: F.S. 230.22 (1) (2)

Drug-Free Workplace Act of 1988, P. L... 100-690

Rules Adopted: 6/22/89

Rules Amended: 9/4/90;10/6/92;12/20/94;7/18/95, 3/6/01