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BOARD ADOPTED PROCEDURE

Introduction:


The Seattle School District is committed to providing and maintaining a safe, healthful and productive work environment for all its employees. It is therefore the District's goal to establish and maintain an environment that is free from the effects of substance abuse and chemical dependency, to the extent that such abuse/dependency affects an employee's job performance.

The District recognizes that chemical dependency (i.e., alcohol and/or other drugs) is a treatable medical condition and that the use/abuse of controlled substances may lead to chemical dependency and/or affects an employee's job performance. Therefore, the District offers assessment and referral services through its Employee Assistance Program (EAP) to employees and their immediate family members seeking confidential assistance. The availability and/or use of these services does not waive the employee's responsibility to comply with School Board policies and/or meet expected standards of work performance.

This policy is a reflection of the District commitment to complying with any/all applicable federal and/or state rules, laws, and regulations pertaining to substance abuse.

Procedures:

1. The District shall take appropriate personnel action (up to and including discharge) in regards to any employee who fails to comply with this policy.
2. District responsibilities:
 - A. The District will publish and distribute a copy of this policy and procedures to all employees.
 - B. The District will support the EAP in such a manner that assessment, counseling, and referral services are available for any/all employees and/or their immediate families who are dealing with a substance abuse/chemical dependency situation.

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C. The District will establish a drug-free awareness program to inform employees about:

- (1) the dangers of substance abuse/chemical dependency in the work place;
- (2) the District's policy of maintaining an environment that is free from the effects of substance abuse and/or chemical dependency;
- (3) the District's EAP; and,
- (4) the penalties that may be imposed upon employees for substance abuse violations.


D. The District will provide a training program for supervisors to assist them in implementing the District's employee substance abuse procedures.

E. Within thirty (30) days after receiving notice from an employee who is convicted (including a plea of "nolo contendere") of violating a state or federal criminal drug law by an action committed while on District premises or when conducting District business, the District shall take appropriate personnel action (up to and including termination) against, or require the satisfactory participation in a substance abuse assistance or rehabilitation program by, the convicted employee.

3. Supervisor's Responsibilities:

- A. Supervisors have the responsibility to identify substandard work performance or unacceptable job behavior, and to take the appropriate corrective action as outlined in the EAP Information for Supervisors booklet. (Note: Supervisors are not responsible for assessment or diagnosis.)
- B. Supervisors have the responsibility to attend any/all required substance abuse training/seminars, as identified by the Superintendent.

4. Employee Responsibilities:

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- A. Any employee whose job performance is affected by chemical dependency and/or substance abuse will be required to address this issue, including self or supervisor referral to the District EAP.
- B. As conditions of employment:
 - (1) Employees must not manufacture, distribute, possess, use and/or sell a controlled substance(s) while on District premises or while conducting District business.
 - (2) Any employee who is convicted (including a plea of “nolo contendere”) of violating any state or federal criminal drug law by an action committed while on District premises or when conducting District business must notify the District’s General Counsel within five (5) days of conviction.