



August 6, 1990

ADMINISTRATIVE MEMORANDUM NUMBER FIFTY-NINE
DRUG FREE WORK ENVIRONMENT

The district would like to provide the best possible working environment for its employees. Part of this effort is to provide a drug-free working environment. Where possible, drug-free awareness programs will be provided to remind employees of the danger and consequence of drug possession, distribution, and/or use. Employees who have a substance abuse problem may enroll in a drug or alcohol rehabilitation program. Sick leave benefits may be utilized for alcoholism or drug abuse treatment to the same extent and in the same manner as for any other illness. (See Administrative Memorandum No. 52.)

Federal regulations require us to notify all employees as to the possible disciplinary consequences of drug usage. Employees who are substance abusers or who are engaged in the possession, manufacturing, or distribution of drugs or alcohol will be disciplined. The discipline will be contingent upon the severity of the violation.

According to the policies of the district, employees may be suspended or dismissed for:

1. Conduct which violates the criminal laws of this state or of the United States.
2. Bringing an intoxicant onto school property; consuming an intoxicant on school property; or reporting for work under the influence of an intoxicant.
3. Bringing a narcotic or other controlled substance or drug paraphernalia onto school property; using a narcotic or other controlled substance on school property; or reporting for work under the influence of a narcotic or other controlled substance.
4. Addiction to, or dependency on alcohol, a narcotic or other controlled substance.
5. The unlawful manufacture, distribution, dispersing, possession or use of a controlled substance is prohibited.
6. Not notifying their immediate supervisor of any criminal conviction for the employee's abuse of alcohol or drugs within five days after such conviction.

Procedures for suspension, termination, and non-renewal of contract are included in the various employee handbooks and board policy.

The district commitment to ensure a drug free working environment requires a cooperative effort among all employees, an understanding of federal legal requirements and a knowledge of district policies.

/s/

Loren G. Burton
Superintendent