

## Human Resources

### General Personnel Policies

#### Alcohol and Drug Free Workplace

The District recognizes that employees are our most valuable asset, and the most important contributors to our continued growth and success. We are firmly committed to the safety of our employees and will do everything possible to prevent workplace accidents and provide a safe working environment for all employees. To further this goal, the District has developed an Alcohol and Drug-free Workplace policy consisting of two components: Reasonable Cause Drug/Alcohol Screen and Post-Incident Drug/Alcohol Screen. This policy applies to all current employees and serves to reinforce the District's intolerance for illegal drug use and working under the influence of alcohol and/or other illegal drugs.

In order to protect the health, welfare and safety of students and employees, no employee shall engage in any of the following conduct in any school building or on school premises, in any school-owned vehicle, or off premises at any school-approved activity, event or function where students are under the jurisdiction of the District: possess, manufacture, distribute, dispense, use or be under the influence of alcohol, inhalants, any controlled substance, or substances represented as such. The sole exception to these prohibitions involves prescription medication prescribed to an employee and used by the employee in accordance with his/her doctor's instructions. In addition, the District prohibits the involvement of any employee with illegal controlled substances.

If the immediate supervisor has reasonable suspicion concerning an employee's use of alcohol or controlled substances while on the job or if the immediate supervisor has reasonable suspicion that the employee's job performance is impaired due to the recent use of alcohol or any controlled substance, the employee shall be asked to submit to alcohol and drug assessment testing, which will be done with procedures that ensure the confidentiality and privacy interests of the employee. Refusal to cooperate with assessment testing has the same effect as a positive test results.

If an employee is involved in a work-related incident, they must inform a supervisor immediately. If the incident involves property damage or requires outside medical attention, the employee may be directed to have the injury taken care of and submit to alcohol and drug assessment testing as soon as possible following the accident. If possible, this testing will be done in conjunction with medical treatment. Refusal to cooperate with assessment testing has the same effect as a positive test result. The test results will be released to the Director of Human Resources. If the injury is student inflicted and medical attention is required, alcohol and drug assessment testing is not required.

Compliance with the District's policies and rules regarding alcohol or drug use is mandatory and is a condition of employment. Employees who violate the District's policies or rules regarding these substances shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol assessment, counseling or rehabilitation programs or employee assistance program or appropriate authorities for prosecution.

If an employee has a criminal drug arrest or conviction, which is also a violation of this policy, he/she shall notify the Superintendent. This notification shall be made within five days of such arrest or

conviction, and the Superintendent will then notify the appropriate State and/or federal agencies. After receiving notice from an employee, the District shall either (1) take appropriate personnel action against the employee, up to and including termination of employment, or (2) require the employee to participate satisfactorily in a drug-abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency, law enforcement agency, or other appropriate agency.

The District shall distribute drug-free awareness information to employees regarding the District's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and (if applicable) employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.

**Legal Reference:**                    **Section 111.35 – Wisconsin Statutes**  
   **Section 120.13 – Wisconsin Statutes**  
   **Section 121.01(l)(i) – Wisconsin Statutes**  
   **Section 125.09 – Wisconsin Statutes**  
   **Chapter 961**

**Policy Approved:**                    **December 11, 1991**

**Policy Revised:**                    **June 27, 2016**