

**Human Resources****General Personnel Policies****Alcohol and Drug-Free Workplace – Enforcement Procedures for Employee****Use/Possession of Alcohol, Controlled Substances or Drug Paraphernalia or Under the Influence of Alcohol or Controlled Substances:**

Any employee of the Watertown Unified School District found using or in the possession of alcohol, drug paraphernalia or controlled substances, real or counterfeit look-alike drugs, performance enhancing drugs/supplements, or under the influence of alcohol or controlled substances in school buildings, on school property or at school related activities may be subject to the following:

Any violation shall result in the following:

1. The employee will be sent home and appropriate legal authorities will be contacted. The violation will be noted in the employee's personnel file.
2. The employee will be encouraged to seek alcohol or drug assessment/evaluation.
3. A recommendation may be made by the administrator/supervisor to the Board of Education for possible termination of employment.

**Exchange, Distribution, Sale, Giving Away, Dispensing or Manufacture of Alcohol, Controlled Substances, or Performance Enhancing Drugs/Supplements:**

Any employee of the school district found to be exchanging, distributing, selling, giving away, dispensing or manufacturing alcohol or controlled substances, real or counterfeit look –alike drugs, performance enhancing drugs/supplements, in the school building, on school property or at school-related activities (whether participating in or attending) will be subject to the following:

1. The employee will be sent home and appropriate legal authorities will be contacted.
2. A recommendation will be made by the administrator/supervisor to the Board of Education for termination of employment.

**Policy Approved:                    June 27, 2016**

**Policy Revised:**