

SOUTHEASTERN GREENE SCHOOL DISTRICT

SECTION: **SUPPORT EMPLOYEES**

TITLE: **DRUG AND SUBSTANCE
ABUSE**

ADOPTED:

REVISED:

551. DRUG AND SUBSTANCE ABUSE	
<p>1. Purpose</p> <p>P.L. 100-690</p>	<p>The Board recognizes that the misuse of drugs and alcohol is a serious problem with legal, physical and social implications for the whole school community and is concerned about the problems that may be caused by drug and alcohol use by employees, especially as the use relates to an employee's safety, efficiency and productivity.</p> <p>The primary purpose and justification for any district action will be for the protection of the health, safety and welfare of students, staff and school property.</p>
<p>2. Definitions</p> <p>35 P.S. Sec. 780-101 et seq</p> <p>P.L. 100-690</p>	<p>Drugs - shall be defined as those outlined in the Controlled Substance, Drug, Device and Cosmetic Act.</p> <p>Substance Abuse - the use of a prohibited or controlled substance. Legal substances can also be misused and would fit in this category.</p> <p>Possession - having within one's person or control.</p> <p>Distribution - disseminating or passing of a prohibited or controlled substance to another for any purpose or reason.</p> <p>Conviction - a finding of guilt, including a plea of nolo contendere, or imposition of sentence, or both by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statute.</p> <p>Criminal Drug Statute - a federal or nonfederal criminal statute involving the manufacture, distribution, dispensing, use or possession of any controlled substance.</p> <p>Drug-free Workplace - the site for the performance of work at which employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance.</p>

<p>3. Authority</p> <p>SC 527</p> <p>4. Delegation of Responsibility P.L. 101-226 Sec. 5115</p>	<p>Employee - any employee of the district who is directly engaged in the performance of any work on behalf of the district.</p> <p>The Board requires that each support employee be given notification that, as a condition of employment, the employee will abide by the terms of this policy and notify the district of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.</p> <p>An employee convicted of delivery of or possession of a controlled substance with the intent to deliver shall be terminated from his/her employment with the district.</p> <p>A statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the employee's workplace shall be provided by the Superintendent and shall specify the actions that will be taken against the employee for violation of this policy, up to and including termination, and referral for prosecution.</p> <p>Grantors of funds shall be notified within ten (10) days after the district receives notice from an employee or receives actual notice of a conviction.</p> <p>The district shall be responsible for taking action within thirty (30) days of receiving notice, with respect to any convicted employee.</p> <p>The district shall take appropriate personnel action against such an employee, up to and including termination and may 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, law enforcement, or other appropriate agency.</p> <p>In establishing a drug/alcohol-free awareness program, the Superintendent shall inform employees about:</p> <ol style="list-style-type: none"> 1. Dangers of drug/alcohol abuse in the workplace. 2. District's policy of maintaining a drug-free workplace. 3. Availability of drug counseling, drug rehabilitation, and employee assistance programs. 4. The district's policy on drug and alcohol abuse outside the workplace. 5. Penalties that may be imposed for drug abuse violations occurring in the workplace.
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<p>School Code 527</p> <p>35 P.S. Sec. 780-101 et seq</p> <p>P.L. 100-690 P.L. 101-226 Sec. 5115</p>	<p>The drug/alcohol-free awareness program shall consist of an inservice seminar attended by all employees on at least an annual basis, which shall address all of the above topics. Specifically, the inservice training shall identify the district's policy maintaining a totally drug/alcohol-free workplace. In addition to the known self-destructive effects of drug and alcohol abuse, drug and alcohol abuse at the workplace affects not only the rights and safety of other employees, but at a school district, it affects the health, well-being, and role model imitation of students.</p> <p><u>Drug/Alcohol Abuse Outside The Workplace</u></p> <p>Drug and alcohol abuse outside of the workplace has a direct effect on job performance, employee relations, and the ability to provide a quality education for children. The district's policy regarding known drug and alcohol abuse outside the workplace shall be to counsel the employee by arranging a meeting with his/her immediate supervisor and the Superintendent, to aid in providing drug and alcohol counseling, and to notify the employee of the availability of such drug and alcohol counseling in the community with an eye towards rehabilitation.</p> <p><u>Employee Assistance Program</u></p> <p>The district will conduct an employee assistance program, through the Superintendent's Office, which shall involve arranging appointments with community drug and alcohol counseling agencies, and any assistance through the district's insurance carrier programs provided by the district.</p> <p>While no payment will be made by the district directly for any rehabilitation or other drug or alcohol abuse programs, the district will work closely with the insurance carrier in order to provide whatever coverage might be available and to assist in arranging an appropriate program prior to employee termination, except under the conditions under Act 191.</p> <p>The district shall make a good faith effort to continue to maintain a drug-free workplace through implementation of this policy.</p>
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