

PROCEDURE IF HARMFUL CHEMICAL USE IS SUSPECTED

1. When behavior that may indicate misuse of alcohol or drugs is observed a “Record of Behavioral Date” will be completed by the supervisor. The supervisor will not attempt to make allegations or diagnose behavior beyond observed and reported behavior.
2. If accumulated information appears to indicate a high probability that the employee’s job performance is endangered, the supervisor will either conduct an interview with the employee or turn the information over to the superintendent who will conduct the interview. At the interview the employee will be asked to comment on their use of alcohol or drugs.
3. A formal chemical dependency diagnostic interview (and treatment, if the report of the diagnostician indicates a need for treatment) may be made a condition of continued employment if the employee’s job performance is adversely affected.
4. The school will make an effort to provide supportive assistance to those employees who return after completing a therapeutic regimen, realizing that behavior change in an unchanged environment is especially difficult.

End of Tioga PSD #15 Administrative Regulation DDAC-AR..... Reviewed/Revised: 09/25/2017