

**Policy Title: Personnel Drug and Alcohol Use**

**Policy No: 401.19**

St. Maries Joint School District No. 41 recognizes that the use of illegal substances and alcohol is a very serious problem with physical, emotional, social, and legal implications. Of primary concern is the effect of illegal substance abuse and alcohol on job performance and productivity in the work environment. The District is committed to maintaining a workplace free from illegal drugs, alcohol, and drug abuse.

It is the policy of St. Maries Joint School District No. 41 that the unlawful manufacture, distribution, dispersing, possession, or use of a controlled substance and alcohol is prohibited in the workplace. It is a condition of employment with St. Maries Joint School District No. 41 that employees comply with this Policy.

In keeping with the District's commitment to provide a drug and alcohol free workplace for its employees, St. Maries Joint School District No. 41 shall conduct an investigation whenever there is reason to believe that the unlawful manufacture, distribution, dispersing, possession, or use of an illegal substance and alcohol is present.

If a violation has taken place in the workplace, disciplinary action against the offending employee will follow as per negotiated agreement.

Decisions associated with retention of an offending employee may include satisfactory participation in a drug or alcohol abuse assistance or rehabilitation program approved for such purposes by federal, state, or local health, law enforcement, or other appropriate agencies.

As required by federal law, employees must notify their immediate supervisor of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) calendar days after such conviction.

Employees so convicted will be subject to disciplinary action.

This Policy complies with the requirements of P.L. 100-690 Title V, Section 1515.

Compliance with this Policy is mandatory.

**Policy Cross Reference:**

**Legal Reference:**

**Policy History:**

Adopted:	03/12/1990
Amended:	10/08/1990
Amended:	11/12/1990
Reviewed:	12/04/2008