

**POLICY RELATING TO PERSONNEL MANAGEMENT**

***SUBSTANCE ABUSE***

The manufacture, distribution, dispensing, possession, sale, or use of illicit substances and/or alcohol by an employee on school premises is prohibited. Disciplinary sanctions, including termination of employment and referral for prosecution shall be imposed on employees who violate this standard of conduct.

Alcohol - Any employee of the District found using or possessing alcohol in any District owned or leased building or grounds, or in any official job-related activity shall be subject to appropriate disciplinary action, including reprimand, suspension, termination, or referral for prosecution.

Illegal Substances - Any employee of the District found possessing, trafficking, and/or using illegal substances in any District owned or leased building or grounds, or in any official job-related activity shall be subject to disciplinary action, including reprimand, suspension, termination. Referral for prosecution shall be required.

Employee Notification - At the time of hire, each employee shall receive a copy of Policy #5241.4, Substance Abuse, which prohibits the manufacture, distribution, dispensing, possession, sale or use of any narcotic drug, amphetamine, barbiturate, marijuana, alcohol, and any other controlled substance in the work place.

At the time of hire, each employee shall sign a statement verifying receipt of a copy of this policy and shall understand that compliance with this policy is a mandatory condition of employment.

This policy shall be contained within the employee handbook and distributed to all employees annually and all new employees at the time of employment.

First Reading: 05/13/96

Second Reading: 05/28/96

WRSDC Policy 5241.4