

ADMINISTRATIVE RULE 523.2

AR523.2 - Drug-Free Workplace

The School District of Fort Atkinson recognizes that the manufacture, distribution or use of alcohol or controlled substances by employees in the workplace poses a significant health and safety threat to students, other employees, and the District in general. The purpose of these rules are to preserve the health and safety of students and staff on school premises by keeping said premises free of illegal or inappropriate actions of District employees concerning the manufacture, distribution or use of alcohol or controlled substances.

A. Manufacture, Distribution or Possession of Controlled Substances at Work.

Actions to be taken by the immediate supervisor:

1. Refer to legal authorities.
2. Take disciplinary action leading up to and including possible termination of employment.

B. Possession of Alcohol/Controlled Substances or Consumption/Influence of Controlled Substances or Alcohol by Employees at Work.

Actions to be taken by the immediate supervisor or a designee if there is reasonable suspicion that an employee either possesses alcohol/controlled substances in the workplace or is under the influence of alcohol or a controlled substance in the workplace:

1. The immediate supervisor and the District's School Nurse or designee shall conduct an investigation based upon suspicion of the alleged use/possession. The District Administrator shall be informed of the alleged incident. A brief conference shall be conducted with the employee to discuss the preliminary findings of the investigation. The immediate supervisor or a designee may direct the employee to leave his/her work station and refrain from all duty-related activities.
2. If the investigation continues to support the suspicion that the employee is under the influence of alcohol or a controlled substance while at work, the employee shall be required to participate in drug/alcohol screening (possibly including a breath analysis) at a medical facility as directed and scheduled by the immediate supervisor or a designee within two hours of the investigation. The immediate supervisor or a designee will transport the employee to the drug screening site. If the employee refuses to participate in the drug screening intervention, disciplinary action leading up to and including possible termination of employment will occur. This screening will occur at the School District's expense.
3. The employee will be suspended from work with pay pending the outcome of the drug screening results.

4. The health services provider conducting the drug screening will contact the immediate supervisor or a designee as soon as results are available. In the event that the employee tests positive on the drug screening, disciplinary action leading up to and including possible termination of employment shall occur. (The School District has established and maintains a zero tolerance of alcohol influence of employees in the workplace. For the purpose of alcohol consumption assessment, a blood alcohol level of .02 or higher will be considered a positive result.) The employee will also be referred to the District's Employee Assistance Program but participation by the employee will not necessarily reduce the disciplinary action resulting from the violation of **Board Policy 523.3**.

All information concerning the alleged incident and results of the investigation and drug screening shall be handled in a manner consistent with other personnel records.