

SUBSTANCE ABUSE AND PREVENTION FOR EMPLOYEES

A. Purpose

The purpose of this policy is to deal with the aspect of substance abuse and prevention for employees. It is intended to ensure the health, safety, and well-being of all employees of the Huber Heights City Schools, as well as to be in full compliance with the Drug-Free Workplace Act of 1988, by (1) establishing clear behavioral expectations for employees with regard to substance abuse; (2) providing educational opportunities to inform employees of the hazards of substance abuse and about how the potential for problem behavior related to usage can be reduced; (3) maintaining an environment where the adverse effects of alcohol and drug abuse are minimized; and (4) informing individual users about all federal and state regulations regarding substance abuse.

B. Policy

The following behavioral expectations of employees are intended to protect the health, safety, and well-being of all individuals associated with the Huber Heights City Schools.

1. Unlawful manufacture, unlawful distribution, unlawful dissemination, unlawful possession or unlawful use of controlled substances (drugs) is prohibited anytime, during work hours or after, while employees are on the Huber Heights City Schools premises or while engaged in Huber Heights City Schools activities off school premises.
2. No employee shall report to work, return from a break, drive any vehicle owned by the Huber Heights City Schools, or drive any vehicle on business for the Huber Heights City Schools while under the influence of alcoholic beverages or the unlawful use of drugs.
3. The use, illegal possession, illegal transport, selling, or purchase of alcoholic beverages while engaged in activities on Huber Heights City Schools' premises or during a Huber Heights City Schools' sponsored function will be prohibited.
4. Employees convicted of violating any federal, state, or local criminal drug statute, where the violation occurred on Huber Heights City Schools premises, must report the conviction to the director of personnel within five (5) working days of the conviction.
5. Violation of this policy or criminal drug statute conviction for violation will result in the employer taking appropriate personnel action against such employee, up to and including termination, or requiring such 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. Rehabilitation expenses are to be borne by the employee except as may be covered by the group health insurance.

C. Drug Abuse Assistance

Huber Heights City Schools recognizes that chemical dependency is a disease which is a progressive but treatable condition from which a person can successfully recover and lead a productive life. Employees are encouraged to obtain drug abuse education or prevention information available on a voluntary, non-threatening, and confidential basis that will not jeopardize an individual's status as an employee. Huber Heights City Schools supports employees' intentions to obtain assistance for programs related to substance abuse in the following ways;

1. There will be available for all Huber Heights City School employees at least one educational opportunity per year to inform employees about the hazard of substance abuse, rehabilitation, options, and the Huber Heights City Schools' policies on substance abuse. Such may take the form of inservices, seminars, meetings, or similar functions.
2. The director of personnel or the representative of the employee's professional organization will maintain information on employee benefits available to assist in resolving substance abuse problems as well as information on community resources for addressing such problems.
3. Discussion between Huber Heights City Schools representatives and all employees experiencing substance abuse problems will be strictly confidential in honoring requests from the director of personnel or the representative of the employee's professional organization.
4. Job security or promotional opportunities will not be jeopardized or enhanced solely by the employee's need for or request to seek treatment for substance abuse. Huber Heights City Schools may, however, terminate or otherwise appropriately discipline an employee for violations of Board policies or other performance-related problems.

D. Summary

All employees will be provided with a summary of this as set forth in committee.

Adopted by Board: May 29, 1980
Amended by Board: February 8, 1990