

Policy #: 522.1

SCHOOL DISTRICT OF WEBSTER

Date Adopted: May 17, 2011

Date Revised:

Policy Title: Alcohol and Drug-Free Workplace

- I. The policy statement is to notify all employees that it is unlawful to manufacture, distribute, dispense, have in possession or use a controlled substance in the workplace.
- II. Evidence of consumption of an alcoholic beverage or a controlled substance is sufficient reason to be sent home and not be allowed back to work until agreement is reached on an individualized program.

Second offense – A referral to the proper agency and or treatment center will be made. If the employee refuses to accept diagnosis and treatment or fails to respond to treatment, and the result of such refusal or failure is such that job performance continues to be affected, it will be handled in the same way that similar refusal or treatment failure would be handled for any other illness.

Implementation of this policy will not require or result in any special regulations, privileges or exemption from the standard administrative practice applicable to job performance requirements.

- III. An in-service may be held to keep employees aware of dangers, policies and available employee assistance programs.
- IV. It is understood that all employees must notify their employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
- V. District Personnel will notify the proper agency or treatment center within ten (10) days after receiving notice.
- VI. Within thirty (30) days of receiving notice the district may take (add the following) :
 - A. 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.

Wisconsin statutes

- [Section 111.35](#) [use or nonuse of lawful products; exceptions and special cases]
- [Section 120.13](#) [school board powers, including broad power to do all things reasonable for the cause of education]
- [Section 121.02\(1\)\(i\)](#) [safe and healthful facilities]
- [Section 125.09](#) [restriction on alcoholic beverages on school grounds]
- [Chapter 961](#) [controlled substances laws]

Federal Laws

- [Drug-Free Workplace Act of 1988](#) [drug-free workplace requirements]