

Addison Northwest Supervisory Union Policy

SECTION: PERSONNEL

CODE: D8

TITLE: ALCOHOL AND DRUG-FREE WORKPLACE

Policy

It is the policy of the Addison Northwest Supervisory Union and its member school boards to maintain a workplace free of alcohol and drugs. No employee, volunteer or work study student¹ will unlawfully manufacture, distribute, dispense, possess or use alcohol or any drug on or in the workplace. Nor shall any employee, volunteer or work study student be in the workplace while under the influence of illegal drugs or alcohol. If there are reasonable grounds to believe that an employee, volunteer or work study student is under the influence of illegal drugs or alcohol while on or in the workplace, the person will be immediately removed from the performance of his or her duties.

Definitions

Drug means any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance as defined by state or federal statute or regulation.

Workplace means the site for the performance of work for the School District, including any school building or any school premises and any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities. It also includes off school property during any school-sponsored or school-approved activity, event or function such as a field trip or athletic event, where students are under the jurisdiction of the District.

Employee means all persons directly or indirectly compensated by the school district for providing services to the district and all employees of independent contractors who provide services to the district.

Volunteer is an individual not employed by the school district who works on an occasional or regular basis in an educational setting to assist the staff. A volunteer works without compensation or economic benefits. A volunteer does include a community mentor.

Work Study Student means a student who receives compensation for work performed at the school as part of a college work experience program. For purposes of this policy, an intern, working without pay, and/or working towards a teaching credential, will be considered as a work study student.

Employee Responsibilities

As a condition of employment, each employee will notify the Superintendent in writing of his or her conviction of any criminal drug statute for a violation occurring on or in the workplace as defined above. The employee must notify the Superintendent no later than five (5) days after such conviction. Entry of a *nolo contendere* plea shall constitute a conviction for purposes of this policy, as will any judicial finding of guilt or imposition of sentence. Within ten (10) days of notification from an employee, or receipt of actual notice of an alcohol or drug conviction, the Superintendent will notify any federal or state officers or agencies legally entitled to such notification.

An employee, volunteer or work study student who violates the terms of this policy may be asked to satisfactorily complete an alcohol or drug abuse assistance or rehabilitation program approved by the Superintendent. In addition, an employee who violates the terms of this policy will be subject to disciplinary action, including but not limited to non-renewal, suspension or termination at the discretion of the Superintendent or, if required, the Board.

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Date Revised/Adopted: February, 2006; October, 2015

Legal Reference(s): 21 U.S.C. §§1521 et seq. (Drug-Free Communities Act)

20 U.S.C. §§1701 et seq. (Safe and Drug-Free Schools and Communities Act of 1994)

21 C.F.R. §§1308.11 through 1308.15

21 V.S.A. §517 (Employer's Authority)

Cross Reference: Student Substance Abuse (F7)
