

## SAYDEL COMMUNITY SCHOOL DISTRICT

### SUBSTANCE-FREE WORKPLACE REGULATION

A Superintendent who suspects an employee has a substance abuse problem will follow these procedures:

1. **Identification** - the Superintendent will document the evidence used to conclude the employee has violated the Substance-Free Workplace policy. After the Superintendent has determined there has been a violation of the Substance-Free Workplace policy, he/she will discuss the problem with the employee.
2. **Discipline** - after the discussion with the employee, if the Superintendent determines there has been a violation of the Substance-Free Workplace policy, the Superintendent may recommend discipline up to and including termination, or may recommend the employee seek substance abuse treatment. Participation in a substance abuse treatment program is voluntary.
3. **Failure to participate in referral** - if the employee refuses to participate in a substance abuse treatment program or if the employee does not successfully complete a substance abuse treatment program, the employee may be subject to discipline up to and including termination.
4. **Conviction** - if an employee is convicted of a criminal drug offense committed in the workplace, the employee must notify the Superintendent of the conviction within five days of the conviction.

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