

EMPLOYEE WELFARE

DI  
(LOCAL)

DRUG-FREE  
AWARENESS  
PROGRAM

The District shall **maintain a drug-free environment and shall establish, as needed, a drug-free awareness program complying with federal requirements. [See DH] The program shall provide applicable information** to inform employees **in the following areas:** ~~about:~~

1. The dangers of drug use and abuse in the workplace.
2. The District's policy of maintaining a drug-free environment. [See DH(LOCAL)]
3. Drug counseling, rehabilitation, and employee assistance programs that are available in the community, **if any.**
4. The penalties that may be imposed on employees for violation of drug use and abuse prohibitions. [See DI(EXHIBIT)]

EMPLOYEE  
RESPONSIBILITY

All fees or charges associated with drug/alcohol abuse counseling or rehabilitation shall be the responsibility of the employee.

EMPLOYEE  
ASSISTANCE  
PROGRAM

Employees who have substance-abuse problems are encouraged to obtain assistance for their problems before they are required to submit to controlled-substance, drug, and alcohol tests that may be required by the District. The District is concerned about the health of its employees, and it supports sound treatment efforts for chemical dependency. Normal employee benefits such as sick leave and group medical plans may be available during the treatment process.

In addition, certain community-based treatment programs may also be available outside District employment benefits. No employee's job shall be jeopardized if he or she conscientiously seeks assistance for substance abuse voluntarily before he or she is required to submit to a controlled-substance, drug, or alcohol test required by the District. In order to obtain management cooperation in an assistance program for chemical dependency, the employee shall be required to do the following:

1. Recognize and admit that he or she has a controlled-substance, drug, or alcohol problem.
2. Ask for assistance in the form of employee benefits or community program.
3. Accept and understand that if he or she does not correct the problem and maintain satisfactory job performance, he or she shall be subject to discharge.
4. Submit to controlled-substance, drug and alcohol tests, both blood and/or urine tests, at the beginning of the treatment program, at periodic intervals during the treatment program

and at the end of the treatment program (such drug and alcohol tests must show a declining presence of controlled substances, drugs, and alcohol in his or her body as the treatment program is conducted).

5. Submit to an interview and physical examination by a medical-review officer to determine his or her fitness for duty. The medical-review officer shall be a licensed physician appointed by the District.

In obtaining counseling for his or her chemical-dependency problem, the employee shall be fully protected from discipline if he or she continues to follow the requirements of this policy. However, this does not preclude the District's right to administer discipline, including termination for on-the-job conduct or other grounds even though it is related to the use of drugs or alcohol. The employee must also be fit for duty at all times when he or she is on the job.

Information regarding an employee's personal problems shall be kept in strict confidence, and information will be released only on a need-to-know basis unless required by law or in defense of the District.