

## REWRITTEN

5:50

### General Personnel

#### Drug- and Alcohol-Free Workplace; Tobacco Prohibition

All ~~District~~ <sup>Cooperative or member district</sup> workplaces are drug- and alcohol-free workplaces. All employees are prohibited from engaging in any of the following activities while on ~~District~~ <sup>Cooperative or member district</sup> premises or while performing work for the ~~District~~ <sup>Cooperative or member district</sup>.

1. Unlawful manufacture, dispensing, distribution, possession, use, or being under the influence of a controlled substance.
2. Distribution, consumption, use, possession, or being under the influence of alcohol.

For purposes of this policy a controlled substance means a substance that is:

1. Not legally obtainable,
2. Being used in a manner different than prescribed,
3. Legally obtainable, but has not been legally obtained, or
4. Referenced in federal or State controlled substance acts.

As a condition of employment, each employee shall:

1. Abide by the terms of the Board policy respecting a drug- and alcohol-free workplace; and
2. Notify his or her supervisor of his or her conviction under any criminal drug statute for a violation occurring on the ~~District~~ <sup>Cooperative or member district</sup> premises or while performing work for the ~~District~~ <sup>Cooperative or member district</sup>, no later than 5 calendar days after such a conviction.

To make employees aware of the dangers of drug and alcohol abuse, the ~~Superintendent~~ <sup>Executive Director</sup> or designee shall perform each of the following:

1. Provide each employee with a copy of this policy.
2. Post notice of this policy in a place where other information for employees is posted.
3. Make available materials from local, State, and national anti-drug and alcohol-abuse organizations.
4. Enlist the aid of community and State agencies with drug and alcohol informational and rehabilitation programs to provide information to ~~District~~ <sup>Cooperative</sup> employees.
5. Establish a drug-free awareness program to inform employees about:
  - a. The dangers of drug abuse in the workplace,
  - b. Available drug and alcohol counseling, rehabilitation, re-entry, and any employee assistance programs, and
  - c. The penalties that the ~~District~~ <sup>Cooperative</sup> may impose upon employees for violations of this policy.

#### Tobacco Prohibition

All employees are covered by the conduct prohibitions contained in policy 8:30, *Visitors to and Conduct on School Property*. The prohibition on the use of tobacco products applies both (1) when an employee is on school property, and (2) while an employee is performing work for the ~~District~~ <sup>Cooperative</sup> at a school event regardless of the event's location. *Tobacco* shall have the meaning provided in section 10-20.5b of the School Code.

Comment [AKLI]: Rewritten and re-titled to include prohibition of the use of tobacco products and to clarify language throughout.

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*Cooperative*

District Action Upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action, including termination. Alternatively, the ~~School~~ Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse rehabilitation program.

The Board shall take disciplinary action with respect to an employee convicted of a drug offense in the workplace within 30 days after receiving notice of the conviction.

Should ~~District~~ *Cooperative* employees be engaged in the performance of work under a federal contract or grant, or under a State contract or grant of \$5,000 or more, the ~~Superintendent~~ *Executive Director* shall notify the appropriate State or federal agency from which the ~~District~~ *Cooperative* receives contract or grant monies of the employee's conviction within 10 days after receiving notice of the conviction.

LEGAL REF.: Americans With Disabilities Act, 42 U.S.C. §12114.  
Controlled Substances Act, 21 U.S.C. §812; 21 C.F.R. §1308.11-1308.15.  
Drug-Free Workplace Act of 1988, 41 U.S.C. §701 et seq.  
Safe and Drug-Free School and Communities Act of 1994, 20 U.S.C. §7101 et seq.  
Drug-Free Workplace Act, 30 ILCS 580/.  
105 ILCS 5/10-20.5b.

CROSS REF.: 8:30 (Visitors to and Conduct on School Property)

ADOPTED:

Compare to current district policy 5:50, or consider adding to your manual if it is not now included.