

# **SUBSTITUTE**

## **CHESTERFIELD COUNTY PUBLIC SCHOOLS HUMAN RESOURCE DEPARTMENT REGULATIONS FOR DRUG AND ALCOHOL-FREE WORKPLACE**

### **I. RESPONSIBILITY**

The Chesterfield County Public Schools division has a vital concern for the health and safety of its employees and the students under its supervision. The use of alcohol, anabolic steroids, or illegal drugs is inconsistent with the behavior expected of employees, subjects all employees and students to unacceptable safety risks, and undermines the school system's ability to operate effectively and efficiently.

The school division will establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace and to make them aware of the division's Drug and Alcohol-Free Workplace policy and regulations.

### **II. GUIDELINES**

All employees are expected to adhere to the following guidelines:

- No employee shall, at any time and in any place, unlawfully manufacture, distribute, dispense, possess, be under the influence of, or use any narcotic drug, hallucinogenic drug, amphetamines, barbiturates, marijuana, anabolic steroids or any other controlled substance as defined in the Drug Control Act of 1988, Chapter 15.1 of Title 54 of the Code of Virginia as defined in Schedules I through V of 21 U.S.C. 812, or drug paraphernalia as defined in 18.2-265.1 of the Code of Virginia.
- No employee shall manufacture, distribute, dispense, possess, be under the influence of, or use alcohol on School Board property, while performing School Board business, during duty hours, or while attending any school-sponsored activity.
- Upon reasonable suspicion that an employee is in violation of this regulation, the Superintendent, or his designee, may require the employee to be tested for alcohol by use of breathalyzer or (equivalent device) other appropriate tests, or tested for drugs at a designated facility. Reasonable suspicion is defined as a belief based upon objective facts and the rational inferences which may be drawn from such facts or based on direct or reported observations. Factual foundations may include, but is not limited to, observation of the employee's behavior or performance such as bloodshot eyes, dilated pupils, staggering, odor of alcohol, erratic behavior or other behavior uncharacteristic of the person, vehicular or personal injury accidents, agitation, explosiveness, altercations or violence, excessive absenteeism and tardiness patterns, lethargy, or apparent consumption of alcohol or controlled substances. Employees refusing to submit to alcohol or drug testing in such cases may be dismissed.
- Any employee who is convicted of any drug-related criminal offense shall notify the Superintendent, or his designee, within five calendar days of the conviction.

Employees who violate any aspect of this policy may be subject to disciplinary action up to and including termination. At its discretion, the school system may require employees who violate this policy to successfully complete a drug abuse assistance or rehabilitation program as a condition of continued employment.

### **III. EMPLOYEE ASSISTANCE**

The school system recognizes that alcohol and drug dependencies are illnesses and major community health problems. Early recognition and treatment of alcohol and drug abuse are essential to successful rehabilitation.

Employee voluntarily seeking assistance for a substance abuse problem through a medical source will not be disciplined as a result of their disclosure of prior drug or alcohol use, and treatment will be handled in confidence.

### **IV. SPECIAL REQUIREMENT**

Employees are required to sign a form acknowledging that the employee is aware of the regulation and its requirements. The forms will be maintained by the Human Resources Department.

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### CHESTERFIELD COUNTY PUBLIC SCHOOLS HUMAN RESOURCE DEPARTMENT

#### ACKNOWLEDGEMENT FORM FOR EMPLOYEES ALCOHOL AND DRUG-FREE WORKPLACE

As a condition of my employment with the Chesterfield County Public Schools, I certify the following:

1. I am aware of the school system's policy and regulation pertaining to an alcohol and drug-free workplace. I understand that I may be dismissed for any violation of this regulation, even if it is a first offense.
2. I agree to notify the Director of Personnel, Human Resources Department, if I am convicted by a federal, state, or local court of an illegal drug-related offense. I will inform the Director of Personnel, Human Resources Department, within five days of the date of such conviction. I understand that I may be dismissed for any such conviction.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Print Your Name Here

\_\_\_\_\_  
Date