



Division of Human Resources

Alcohol and Drug-Free Workplace Notice

Alachua County Public Schools is committed to maintaining an alcohol and drug-free workplace at all work locations. The School Board of Alachua County has elected to require, as a condition of employment, that all employees refrain from using or being under the influence of drugs while on the job. Further, if an employee is injured on the job and refuses to submit to a test for drugs or alcohol, or a drug or alcohol is found to be present in the employee's system at a level prescribed by state rule or statute, the employee may be terminated and shall forfeit his/her eligibility for workers' compensation medical and indemnity benefits.

Commencing June 15, 1992, Alachua County Public Schools *Alcohol and Drug-free Workplace Program* will be in effect and will provide in part that:

1. All pre-employment applicants will be alcohol and drug tested prior to being hired.
2. All employees who require a fitness-of-duty examination will be alcohol and drug tested at least once annually.
3. All employees will be alcohol and drug tested when reasonable suspicion of substance abuse exists.
4. An employee will be alcohol and drug tested following any work-related accident or mishap involving actual or potential injury or property damage.
5. All employees will be alcohol and drug tested during any probationary period following a drug-related suspension or an approved drug treatment program.

I hereby acknowledge that I have received a copy of the Alachua County Public Schools Policy 1124, 3124 or 4124: *ALCOHOL AND DRUG-FREE WORKPLACE*. I understand that violation of these policies or guidelines may result in a disciplinary action up to and including termination of employment, even for a first offense.

Let's all work together to accomplish our mutual goals of providing an alcohol and drug-free workplace.

Signature

Date

Print Name

Social Security Number

Work Site Location

Alachua County Public Schools
Bylaws & Policies

1124 - ALCOHOL AND DRUG-FREE WORKPLACE

It is the intent of the Board to provide a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or alcoholic beverage is prohibited in the workplace. Violations of this policy may result in disciplinary action up to and including termination.

Pursuant to the Drug-Free Workplace Act of 1988 and Board Policy 1139.02, Violation of Local, State, or Federal Laws, employees shall abide by the terms of this policy and shall notify the Superintendent or his/her designee of any arrest or conviction under a criminal drug statute not later than forty-eight (48) hours after such arrest or conviction.

Employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance and/or alcohol in the workplace. Violation of this prohibition shall result in appropriate disciplinary action up to and including termination and referral for prosecution. In job sensitive areas, such as transportation, illegal drug use or excessive alcohol use leading to criminal action may be the basis for discipline.

"Workplace" is defined as the site for the performance of work done in connection with employment. This includes any place where work for the Board is performed, including a school building or other school premises, any vehicle owned by the Board or a vehicle used to transport students to and from school or school activities, off school property during a school-sponsored activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the Board.

A copy of the Board's drug-free workplace policy will be provided to employees upon initial employment. Each employee will sign a statement to indicate receipt and understanding of the drug-free workplace policy and that statement will be retained in the employee's personnel file. The drug-free workplace policy may be posted at each worksite.

Pre-employment drug abuse screening examinations shall be required to prevent hiring individuals who use drugs or individuals whose use of drugs indicates a potential for impaired or unsafe job performance or for high risk positions such as bus drivers.

Employees in job classifications which require an annual physical will be required to submit to a drug screening as part of the annual physical.

As a condition of continued employment, current employees shall submit to drug screening when reasonable suspicion exists to believe that an employee is using a substance that is impairing the employee and/or his/her job performance. Reasonable suspicion is:

- A. aberrant or unusual behavior observed by the employee's worksite supervisor;
- B. observed alcohol/drug use during working hours;
- C. observation of physical symptoms commonly associated with substance abuse such as:
 - 1. impairment of motor functions;
 - 2. slurred speech;
 - 3. incoherent or irrational mental state;
 - 4. drowsiness;
 - 5. smell of alcohol or marijuana;
 - 6. extreme weight loss;
 - 7. red eyes;
 - 8. running nose or sniffing;
 - 9. frequent or extreme mood changes;

10. lack of physical coordination;
11. frequent absences or lateness;
12. unexplained absence from assigned work;
13. deterioration in dress and/or grooming;
14. deterioration in work performance;
15. other marked, unexplained changes in personal behavior.

When a reasonable suspicion exists, the Superintendent's designee shall be contacted. The employee will be provided an opportunity to explain his/her condition. The employee will be provided with information regarding available drug counseling, rehabilitation, assistance program, and leave options. One rehabilitation contract including drug testing may be agreed upon. Failure to participate in a treatment program following a positive drug screening will result in disciplinary action, up to and including termination. Due process will be followed.

All testing shall be conducted by a laboratory certified by the State of Florida as a medical and urine drug testing forensic laboratory which complies with the Scientific and Technical Guidelines for Federal Drug Testing Programs and the Standards for Certification of laboratories engaged in drug abuse and mental health administration of the U.S. Department of Health and Human Services.

The procedures established by the laboratory shall be followed in administering drug tests to employees.

Refusal to submit to drug testing when reasonable suspicion exists may result in disciplinary action up to and including termination.

Employees who seek voluntary assistance for substance abuse may not be disciplined for seeking assistance. Employees shall be subject to all employer rules, regulations and job performance standards with the understanding that the employee enrolled in a rehabilitation program is receiving treatment for an illness.

Employees who return to work after completion of a rehabilitation program shall be subject to follow-up drug testing with no advance notice. Any employee who refuses the drug test or subsequently tests positive may be disciplined up to and including termination.

All drug testing, with the exception of employee requested tests, shall be at the expense of the Board.

Drug testing results will be treated in a confidential manner. Written notification of Board employees who are in grant-funded positions and who are convicted of drug violations, will be made to Director, Grant and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, SW (Room 3124, GSA Regional Office Building No. 3), Washington, D.C. 20202-4605.

F.S. 440.101.440.102

Drug-Free Workplace Act of 1988

41 U.S.C. 701 et seq.

34 C.F.R. Parts 85, 86, 104

Drug-Free Schools and Communities Act of 1986

20 U.S.C. 3171 et seq.

34 C.F.R. 34-86.201

20 U.S.C. 86-201

Vocational Rehabilitation Act of 1973

29 U.S.C. 705(20), 794, 794A

20 U.S.C. 701-706 Rehabilitative Act 1973

20 U.S.C. Omnibus Transportation Testing Act of 1991