

### **Substance-Free Workplace**

It is the policy of the Dubuque Community School District to maintain a substance-free workplace. No employee, while in the work place, shall unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of beer, wine, alcohol, tobacco, other controlled substances, including any drug that is illegal under federal law or “look alike” substances that appear to be tobacco, beer, wine, alcohol or controlled substances.

“Workplace” includes, but is not limited to, facilities, premises or vehicles owned or leased by the school district. “Workplace” also includes non-school property if the employee is at any school-sponsored, school-approved, or school-related activity, event or function, such as field trips or extracurricular events, and locations where the employee is engaged in school business.

If an employee is charged with a violation of any criminal drug offense committed in the workplace, the employee will so notify the employee’s supervisor within five (5) days of being charged.

An employee who violates this policy is subject to discipline, up to and including suspension, substance-abuse treatment, termination, or any other disciplinary action deemed appropriate. Failure to comply with the terms of any treatment program ordered by the superintendent will be grounds for termination.

The superintendent is responsible for publication and dissemination of this policy to each employee. In addition, the superintendent or designee will oversee the establishment of a substance-awareness program to educate employees about the dangers of substance abuse and notify them of available substance abuse treatment programs. It is the responsibility of the superintendent to develop administrative guidelines to implement this policy.

Adopted: September 11, 1990  
Revised: September 14, 2015  
Revised: January 14, 2019

## Substance-Free Workplace

The Board of Directors of the Dubuque Community School District has established a policy which maintains a substance-free workplace.

It is expected that all employees of the district will be aware of the policy on substance-free workplace and conduct themselves in such a manner as to comply with the intent, as well as the letter of the policy.

In order to ensure that the policy is understood and that procedures for dealing with complaints are communicated, the following administrative guidelines are adopted.

### DEFINITION OF SUBSTANCE-FREE WORKPLACE

While in the workplace no employee shall unlawfully manufacture, distribute, dispense, possess, or use any narcotic or hallucinogenic drug, amphetamine, barbiturate, alcoholic beverage, or any controlled substance as defined by federal or state law. Workplace includes, but is not limited to, facilities, premises or vehicles owned or leased by the school district. Workplace also includes non-school property if the employee is at any school-sponsored, school-approved, or school-related activity, event or function, such as field trips or extracurricular events, and locations where the employee is engaged in school business.

### OBLIGATIONS OF ALL EMPLOYEES

If an employee is charged with a violation of any criminal drug offense committed in the workplace, the employee will notify the employee's supervisor within five (5) days of being charged.

### OBLIGATIONS OF SUPERINTENDENT OR DESIGNEE

#### Preventive Action

- A copy of this policy shall be distributed to all employees annually.
- A copy of this policy shall be provided to each new employee within one week of employment.
- Each school year District employees shall be notified of the dangers of substance abuse.
- The health services supervisor will oversee the establishment of a substance program to educate employees about the dangers of substance abuse and notify them of available substance abuse treatment programs.

### DISCIPLINARY PROCEDURE

An employee who violates this policy is subject to discipline. If an employee violates this policy, the superintendent will make a determination based upon the severity of the violation as to the discipline.

Disciplinary process includes:

- Suspension,
- substance-abuse treatment,
- termination, or
- any other disciplinary action deemed appropriate.