

POLICY STATEMENT AND REGULATIONS

Number: 800.4

SUBSTANCE ABUSE/MISUSE

The District does not condone any substance abuse or misuse that affects the performance of duties, the safety of any operation, or adversely affects the image of the District.

1. A substance is defined as any drug, including alcohol, which when taken changes the way the user's body or mind functions.
2. Substance abuse is defined as the over use or improper use of a substance.
3. Substance misuse is defined as the use of a substance at an inappropriate time or place or the possession of an illegal substance whether or not it is used.
4. All discussion regarding substance abuse or misuse or suspected substance abuse or misuse shall be held in the strictest confidence.
5. Any District employee who feels they have a substance abuse/misuse problem should discuss the problem with any Management employee and the Human Resources Department with the intent of seeking help without fear of reprisal. They will listen objectively to the employee's problem, discuss options, and ensure there is follow-up to the meeting and a course of treatment. Sick leave credits or Weekly Indemnity may be utilized for the prescribed course of treatment.
6. Any suspected substance abuse or misuse by an employee can be reported without fear of reprisal to any Management employee and the Human Resources Department who will investigate and either confirm or dismiss the allegation. If the allegation is confirmed, the Manager and the Human Resources Department will meet with the employee, discuss options, and ensure there is follow-up.
7. It is the responsibility of employees to ensure that any prescribed medication side effects do not interfere with their assigned duties. Employees are responsible to notify their Manager of any side effects of prescribed medication.
8. Any employee whose performance, safe work practices, or interaction with the public is adversely affected by being under the influence of a substance will be taken home for the day. The circumstances will be reviewed the following working day with the appropriate Manager and the Human Resources Department to determine what corrective action may be necessary.
9. All attempts will be made to take action to assist staff in correcting any substance abuse or misuse problems.
10. Failure by an employee to respond to the District assistance will result in disciplinary action.

Adopted: November 10, 2014