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SUBJECT: Substance Abuse-Free Work Environment

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I. **Board Policy**

Substance abuse is an increasing problem which is affecting all facets of American society. Current research indicates that the abuse of drugs and alcohol in the work place decreases employee safety and productivity.

Jordan School District has a responsibility to maintain public trust and confidence by providing a safe school environment for students and employees. The District also has a responsibility to assure, so far as reasonably possible, that all employees are able to assume their duties and carry out the tasks for which they were hired. Consequently, adherence to this Substance Abuse-Free Work Environment Policy is a condition of employment for all Jordan District employees. Adherence is vital for all employees. This policy will be administered in compliance with the Federal Drug-Free Workplace Act of 1988 which requires that all recipients of federal funds maintain a drug-free work place. The Board delegates to the Administration responsibility for establishing guidelines which promote a substance abuse-free work environment and developing procedures for dealing with policy violations. Compliance with this policy is mandatory consistent with federal and state law.

II. **Administration Policy**

The Administration is committed to establishing and maintaining a substance abuse-free work environment. Therefore, the unlawful manufacture, distribution, dispensing, possession and/or use of controlled substances and/or alcohol in the work place is prohibited. Any employee found in violation may be subject to disciplinary actions including but not limited to probation, suspension, and/or termination of employment. Administrative guidelines and due process procedures for employees who violate the substance Abuse-Free Work Environment are outlined in District policy DP316 □ Orderly Termination Procedure.

**Guidelines**

A. Violations

1. Convictions or Arrests

- a. Employees arrested or convicted for a substance abuse-related activity are required to report the arrest or conviction to the Administrator of Human Resources as outlined in District Policy DP374 □ Employment Background Checks.
- b. The District will follow established reporting guidelines when notifying the Utah State Office of Education.
- c. Any arrest or conviction for substance abuse-related activity or failure to report an arrest or conviction will result in disciplinary action as outlined in District Policy DP374 □ Employment Background Checks.

- d. The District will provide adequate due process for the employee as outlined in District policy DP316 □ Orderly Termination Procedures.
  - 2. Probable Cause
 

Employees are expected to report to work physically and mentally capable of performing their job-related tasks. Administrators have the responsibility of questioning and taking appropriate action where there is reasonable cause to suspect that the possession, use and/or distribution of drugs or alcohol is present. Possible reasons to suspect substance abuse include but are not limited to the following:

    - a. Documented changes in job performance.
    - b. Presence of drug paraphernalia.
    - c. Accidents where there is a reason to believe that alcohol or drug usage was a factor.
    - d. Reports from an individual or group of drug or alcohol possession, use, and/or distribution by an employee.
    - e. Employee absences when there is reason to suspect the cause may be related to substance abuse.
    - f. Abnormal employee behavior and/or drastic mood swings.
- B. Employee Assistance
  - 1. Awareness
 

The District will provide an employee awareness program to inform employees of the dangers of substance abuse in the work place.
  - 2. Intervention
    - a. Employees are responsible to seek assistance for substance abuse problems before policy infractions occur and disciplinary action is necessary.
    - b. Employees are encouraged to seek short-term help from the Jordan Family Education Center or more extensive help from a licensed treatment facility in the community.
    - c. All associated costs for rehabilitation treatment will be borne by the employee.
    - d. Once the substance abuse policy is violated, subsequent enrollment in a treatment program will not necessarily lessen disciplinary action and may have no bearing on the determination of appropriate disciplinary action.

These policies have been developed and approved by the Jordan School District Board of Education for exclusive use within Jordan School District. Any use by a person or organization outside of Jordan School District is not authorized by the school district. Jordan School District bears no responsibility for such unauthorized use or adaptation of the policies of Jordan School District. Any party copying or revising these policies for its own use does so at its own risk and responsibility as to applicability and legal sufficiency.

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