

**DRUG-FREE WORKPLACE  
ADMINISTRATIVE PROCEDURE**

The term drug or drugs as used in this policy does not include prescription medicine prescribed for the employee by a physician and used as prescribed by the employee. Employees are prohibited from furnishing or selling prescription medicines.

Employees of Beals School Department are prohibited from attending their place of work while under the influence of alcohol or drugs and are prohibited from drinking alcohol, using drugs or possessing alcohol or drugs while in their place of employment, in school, on school grounds, on the school bus or at school functions.

Employees of Beals School Department are required to notify the administration in writing of their conviction(s) for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction(s).

All employees are prohibited from furnishing/selling alcohol or drugs to students or minors at any time or location.

**A. Self-Reported Alcohol and/or Drug Problems**

1. If an employee seeks help, the primary role of the Administrator who received the request is to direct the person to the appropriate resource for help. The following steps should be included in the process:
  - a. The employee will be referred directly to a mutually agreed upon substance abuse counselor and the Superintendent will be informed.
  - b. The employee will meet with the substance abuse counselor and those other concerned individuals whom the counselor and employee feel appropriate to have present. The purpose of the meeting is to assess the nature and severity of the substance abuse and related problems. The meeting should result in an initial treatment plan agreed to by all parties who are to be involved.
2. Beals School Department will cooperate with staff members who readily admit they have a substance abuse problem and willingly seek treatment. After the individual enters treatment and so long as he/she continues to make progress with the treatment plan, every effort will be made to support and encourage the individual.
3. When the employee refuses help, the Superintendent will consider the appropriate action in consultation with the Board after obtaining legal advice.

**B. Suspected or Confirmed Substance Use/Abuse**

1. When substance use/ abuse by an employee is reported to the school administration which involves a violation of school policy or affects the performance of the individual at his/her job in the school system, school officials shall attempt to find out as many facts as possible to ascertain the reliability of the report. If the information is believed to be true no matter what other action is taken, the administration will offer to contact and arrange

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for the staff member to meet with a substance abuse counselor to arrange for treatment. The administration and counselor may agree that the violation does not merit a hearing, suspension of the staff member or dismissal. They may wish to follow the procedure as outlined in A(1b) and A(2). If the violation is deemed to be serious enough to merit it, the Superintendent may elect to inform the Board which will determine if further action is necessary. When the employee refuses help, the Superintendent will consider the appropriate action in consultation with the Board after obtaining legal advice.

2. The following appropriate steps will be taken when an employee appears on the job with the physical signs of intoxication:
  - a. The employee shall be transported to a safe environment immediately by the appropriate supervisor or designee. Such an incident will result in disciplinary action i.e., oral reprimand, written reprimand, suspension without pay for the remainder of that day and one more calendar day.
  - b. If upon returning to the job, the employee willingly discusses the nature and extent of the problem and agrees to seek appropriate treatment, then the appropriate school officials shall proceed according to the policy outlined under self-reported alcohol/ drug problems.
  - c. If upon returning to the job, the employee denies any problem or any responsibility for substance use/abuse, then the Superintendent shall initiate proceedings according to the following:
    - (1) The employee shall receive written notice to appear before the Superintendent with the reasons for the meeting outlined in the letter. The employee has right to be represented by the local association/by legal council.
    - (2) If it is determined that the employee's substance use/abuse poses a danger to students/himself or herself/other staff members, the employee will be suspended until the next Board meeting pending a hearing with the Board. After hearing the case, the Board may dismiss or reinstate the employee.

C. Recurrence

1. Second occurrence – The Superintendent will consult with the employee's substance abuse counselor to ascertain the chances for treatment success and so inform the Board. Those who refuse help will be immediately suspended without pay upon legal advice and the Superintendent will begin hearing procedures with the Board.
2. Third occurrence – The employee will be suspended without pay or benefits. Further action by the Superintendent and the Board may result after consultation with legal counsel.

D. Treatment

An employee who is in treatment may use accumulated sick leave during this time. The cost of treatment is the responsibility of the employee involved and may be covered under the individual's health insurance policy. The following is a list of some of the local resources where treatment may be sought:

Community Health and Counseling Services

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Machias, ME  
Tel. No. 255-8311

Families United of Washington County  
Machias, ME  
Tel. No. 255-3000

Harrington Family Health Center  
Harrington, ME  
Tel. No. 483-4502

Down East Community Hospital  
Machias, ME  
Tel. No. 255-3356

Local AA Groups and Al-Anon Groups

***A copy of this policy will be given or mailed to all current employees and any new employees at the time of their employment.***

DATE ADOPTED: July 1, 2003