

**522.1****ALCOHOL AND/OR OTHER DRUG USE BY EMPLOYEES**

The Williams Bay School District has an obligation to provide a healthy, safe, and drug-free environment for students and faculty. To protect the health, welfare, and safety of students and employees, no school employee shall possess drug paraphernalia, manufacture, distribute, dispense, possess or use alcohol or a controlled substance in any school building or on school premises, in any vehicle used to transport students to and from school or school activities, or off school property during any school-sponsored or school-approved activity, event or function where students are under the jurisdiction of the school district. The sole exception to these prohibitions involves prescription medication prescribed to an employee and used by the employee following his/her medical professionals' instructions. Also, the District does not condone the involvement of any employee with illegal controlled substances, even when the employee is not on District premises.

If the immediate supervisor has reasonable suspicion concerning an employee's use of alcohol or controlled substances while on the job or if the immediate supervisor has reasonable suspicion that the employee's job performance is impaired due to the recent use of alcohol or any controlled substance, the employee may be asked to submit to alcohol and drug assessment testing, which will be done with procedures that ensure the confidentiality and privacy interests of the employee. Refusal to submit to the test shall be considered insubordination and will result in disciplinary action up to and including termination. Also, refusal to take the test shall be the basis for inferring that the employee is under the influence of drugs or alcohol, in violation of the policy. Employees suspected of violating this policy may also request an alcohol or drug screen to be administered immediately following the suspected violation. The first testing cost shall be reimbursed by the District. Any re-testing costs will be the responsibility of the employee.

After required procedures have been administered, or after an employee refuses to be tested, the immediate supervisor should safely send the employee home. If needed, an improvement plan will be developed. The employee will also be referred to the Employee Assistance Program.

All employees shall be expected to abide by the provisions of this policy. Also, employees engaged in the performance of a grant received directly from the federal government shall notify the superintendent or his/her designee of any criminal statute conviction occurring in the workplace within the period specified by law. The superintendent or his/her designee shall notify the appropriate federal agency of the conviction.

Any employee who violates this policy shall be subject to disciplinary action following provisions of current employee agreements or other procedures established by the Board. Employees may also be referred to law enforcement authorities for prosecution.

The District will provide information regarding drug and alcohol counseling, rehabilitation, and re-entry programs. Employees who request such information will be assisted by the administration in securing help.

The District Administrator shall include a copy of this policy in the Employee Handbook which all employees are required to read and sign at the beginning of each school year.

LEGAL REFERENCE: Wisconsin Statutes, Chapter 961 Section 125.09

APPROVED: March 10, 2003

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November 13, 2017

May 24, 2021