

**Richmond School District Policy Statement**  
**Alcohol and Drug-Free Work Place**

**Policy #: 522.1**  
**Administrative Procedures**

The following procedure shall be used as a guideline in administering the policy regarding a drug-free work place.

1. Under the Influence

When a supervisor observes that an employee is not fit for duty as a result of the employee's uncharacteristic speech, physical or mental behavior, then the supervisor shall use his/her best judgment in utilizing the following guidelines.

The supervisor shall:

- a. Attempt to have at least one other administrator or supervisor observe the employee's behavior.
- b. Consult the District Administrator or, in his/her absence, the Principal.
- c. Offer the employee the opportunity to explain, in private, the reasons for the uncharacteristic behavior(s). Another administrator should be present whenever possible as well as a union representative if requested by the employee.
- d. Record in detail the time, date and nature of uncharacteristic behavior(s).
- e. Refuse to allow the employee to work or operate a vehicle or dangerous equipment when there is serious question of the employee's fitness. The employee should be transported home or arrangements should be made for alternate transportation.
- f. In those cases where impairment is significant, 911 shall be contacted.
- g. Notify the employee that the incident will be reviewed with the District Administrator and disciplinary action may follow up to and including termination of employment.

If the employee insists that he/she is not under the influence of alcohol or drugs, then the employee will be offered the opportunity to proceed to a site of the District's choice for confirmation testing of specimen samples. If the specimen samples do not indicate the presence of alcohol or drugs, then the District will bear the cost of the test. However, if the test results indicate the presence of alcohol or drugs, then the employee will bear the expense of the tests.

- h. If the employee admits he/she was under the influence of alcohol or drugs, or if the specimen sample indicates the presence of alcohol or drugs, the employee then must undergo assessment (AODA) at a site designated by the District and follow the recommendation of the treatment provider before being allowed to return to work.

2. Use, Possession, Distribution, Sale, Transfer, Dispensing, Manufacture

When a supervisor or administrator has reason to believe that an employee is engaged in the use, possession, distribution, sale or transfer, dispensing or manufacture of alcohol, or drugs while on District property or while attending a school-sponsored or school approved activity, event or function, then the supervisor should use his/her judgment in utilizing the following guidelines:

The supervisor shall:

- a. Report the incident to the District Administrator or, in his/her absence, the Principal.
- b. Contact the local law enforcement agency if he/she has reason to believe that alcohol or drugs are involved.
- c. In conjunction with local law enforcement agency, confiscate immediately all alcohol and drugs.
- d. In conjunction with local authorities, as appropriate, interview the employee(s) involved in private. Another administrator must be present, as well as a representative of the union in those cases where the employee is a member of a bargaining unit and requests a union representative.
- e. Document the incident in writing within 48 hours.
- f. Notify the employee that the incident will be reviewed with the District Administrator and disciplinary action may follow up to and including termination of employment.

3. Alcohol or Drugs Found on School Property

If alcohol and/or drugs are found on District property and it is not obvious who the owner is, report the incident to the District Administrator and the local law enforcement agency. An effort will be made to determine the owner of the property through an investigation.