

DRUG FREE WORKPLACE POLICY

The West Virginia Board of Education and the Monroe County Board of Education are concerned about the health and safety of all Monroe County Board of Education employees and recognizes the need to provide a high quality work environment. The use of illegal drugs/alcohol is a health and safety hazard and inhibits productivity.

Therefore, the Monroe County Board of Education shall assure full compliance with all regulations that define a drug-free workplace (Drug Free Workplace Act 1988). The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance (illegal drugs/alcohol) is prohibited in the workplace. Additionally, no employee shall report for work on any Monroe County Board of Education project, whether on-site or in the field, while under the influence of an illegal drug/alcohol. Also, the Drug Free Workplace Policy will enable the Monroe County Board of Education to provide a drug awareness program which will inform employees of the harmful effects of alcohol and illegal drugs.

Each employee is required to participate in a drug awareness program provided by the Monroe County Board of Education and to sign a form indicating that they have read the policy.

1.0 Procedure

- 1.1 All employees will be informed of and asked to sign the Drug Free Workplace Policy Statement.
- 1.2 All employees will be required to participate in a drug awareness program.
- 1.3 The Monroe County Board of Education will take appropriate personnel action for violations of the policy.
- 1.4 When an offense, at the workplace, is deemed by the superintendent, of a magnitude to warrant it, an employee may be suspended without pay or may be dismissed from employment by the Board of Education after due process. Reasons for suspension or dismissal may be misuse of state property, insubordination, incompetence, willful neglect of duty, reporting to work under the influence of alcohol, narcotics, or other illegal controlled substances, fraud, activities involving conflict of interest and violations of law and/or policy of the State and County Boards of Education. Suspension or dismissal may be effective immediately, however, action will be taken within ten (10) workdays of knowledge of the offense. This is in compliance with State Code 18A-2-B and WV State Board of Education Policy 1461.

- 1.5 Upon violation of this policy, employees may be required to satisfactorily participate in drug abuse assistance or rehabilitation program. Rehabilitation will be provided according to the guidelines of the Public Employees Insurance Agency. Information about any drug and alcohol counseling, re-entry programs, and other treatment resources and providers that are available to employees will be maintained by the Drug Free Schools Coordinator. This information will be made available upon request to any employee.
- 1.6 The employee shall abide by the terms of this policy statement.
- 1.7 The employee shall notify his/her supervisor of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

Legal Reference: State Board of Education Policy 1461
School Laws of WV-18A-1-B

Board of Education Minutes: 11/4/91

Board of Education Minutes: 5/6/96

In addition to action described above, within ten days of notification from any employee or otherwise receiving such notice of a criminal drug statute conviction, the Board of Education or its designee shall notify the Office of the Drug Free Schools of such a conviction.

MONROE COUNTY BOARD OF EDUCATION
DRUG FREE WORK PLACE POLICY ACKNOWLEDGMENT

As an employee of the Monroe County Board of Education, I have read the Drug Free Work Place Policy which states that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance/alcohol is prohibited in the work place. The work place shall be defined as the buildings and vehicles (personal and county owned) used for conducting the business of the Monroe County Board of Education Project, whether on-site or in the field, while under the influence of an illegal drug/alcohol.

I hereby acknowledge that I am fully informed of the Monroe County Board of Education Drug Free Work Place Policy.

Name _____ Date _____

Address _____

Signature _____