

**GUIDELINES FOR
ALCOHOL AND/OR OTHER DRUG USE
FOR EMPLOYEES**

1. In-Service of Staff

The superintendent and/or designee shall develop periodic staff development for employees that shall include but not be limited to:

- signs and symptoms of alcohol, drug, and mood-altering substance use in adolescents and adults: such symptoms may include, but are not limited to, slurred speech, glassy eyes, staggering, loss of balance, dizziness, drowsiness, excitability, disorientation, confusion, aggressiveness, rapid mood swings, and/or the odor of alcohol or other strange odors, such as that of marijuana; or impairment of normal functioning;
- types of drugs, their effects;
- laws, rules and regulations relating to drug use in society;
- the use and reliability of drug tests;
- school district policy relating to alcohol and/or other drug use in or on district property or school-sponsored activities;
- resources available to individuals.

2. Definition of Under the Influence

For purposes of this policy, under the influence shall mean impairment due to the use of alcohol, drugs, or mood-altering substances by an individual which prevents one from performing any typical physical or mental functions. Symptoms include, but are not limited to, slurred speech, glassy eyes, staggering, loss of balance, dizziness, drowsiness, excitability, disorientation, confusion, aggressiveness, rapid mood swings, and/or the odor of alcohol or other drugs (such as marijuana), or impairment of normal functioning.

3. Relationships with Employee Assistance Program (EAP)

When an employee is in violation of this policy, on the job, in district facilities, vehicles, on school grounds, or while working at a school sponsored activity, the supervisor shall refer the employee to the EAP in writing. No person may substitute the referral to an EAP for a verbal or written warning, a suspension or a recommendation of termination.

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4. Prescription Medications

When an employee is under the influence of a prescription medication or medication that contains alcohol and that employee believes that his/her behavior may be affected by such chemicals, the person may let his/her administrator/supervisor know to avoid any misunderstandings.

To protect confidentiality, the employee may at his/her discretion give permission for the supervisor to be in contact with his/her physician only by a formal release of information.

5. Disciplinary Procedures for Employees

Where a district employee is in violation of this policy, the administrator in charge shall, when possible, consult with the director of human resources or other appropriate director to determine the appropriate consequences and possible referrals for assistance and to law enforcement.

The director of human resources shall consult all applicable collective bargaining agreements when determining any consequences as a result of a violation of this policy.

The possession, sale, transfer and/or manufacture of illegal drugs, drug paraphernalia (as defined in state statutes) or controlled substance on school grounds or in school facilities or vehicles, or at school-sponsored events will be grounds for immediate police involvement and disciplinary action including dismissal.

6. Emergency Work Assignments

If an employee is on-call the provision of alcohol, drug and/or mood-altering substance use applies. If an employee, who is not on-call, is called in outside of regularly scheduled hours on an emergency basis (to repair damage to buildings, to respond to police calls or other emergency assignments) the employee must refuse such emergency, extra or overtime work, if he/she is under the influence and unable to perform the duties necessary.

Cross-Reference: #1331 – Tobacco Use and Possession in Schools Prohibited
#6145.6 – Student Trips
#6145.6G – Guidelines for Student Trips

Reference: Wisconsin Statutes Section 125.09

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