

## DRUG FREE WORKPLACE

The Wells-Ogunquit C.S.D. School Committee recognizes that alcoholism and drug dependency are treatable diseases. Left untreated, they may result in serious personal and family problems. At the same time, the School Committee is also seriously concerned about the effects of alcohol and drug dependency upon an employee's job performance and ability to serve as a role model for our students. Accordingly, the Wells-Ogunquit C.S.D. School Committee has adopted the following policy applicable to all District employees.

- A. The Wells-Ogunquit C.S.D. School Committee believes strongly that all employees and students should be able to work and learn in an environment free from alcohol and drug abuse. Accordingly, the District expects all employees to report for work and to perform their duties in a manner which does not jeopardize the health, safety and well-being of co-workers and students.
- B. Any employee who suspects that he/she may have an alcohol or drug dependency problem is strongly encouraged to seek voluntary diagnosis and treatment. The Substance Abuse Counselor will provide any employee with confidential referral services to an outside agency upon request and will assist the employee in determining the extent to which insurance coverage will help pay for such services is available. The Chemical Health Coordinator shall keep all voluntary referrals confidential.
- C. All employees are strictly prohibited from:
  - 1. possessing, furnishing or selling alcoholic beverages or scheduled drugs (as defined in Title 17-A Section 1101) at any school facility or at any school sponsored activity;
  - 2. being under the influence of or using any such substance at any such place or event; and
  - 3. obtaining such substances at any such place or event. Any illegal substance found at any such place or event will be turned over to the appropriate law enforcement agency and could result in criminal prosecution.
- D. Any violation of the preceding paragraph shall constitute sufficient grounds for employee discipline up to and including dismissal from employment. Any illegal use, possession, furnishing, selling or provision of assistance in obtaining alcoholic beverages or scheduled drugs not covered by the preceding paragraph may, depending upon the circumstances, constitute sufficient grounds for discipline, up to and including dismissal. Referrals under foregoing paragraphs of this policy will not preclude disciplinary action under this paragraph.
- E. As provided, in part, in the Drug-Free Workplace Act of 1988, all employees are required to notify the District of any criminal or civil violation drug statute conviction occurring in the workplace no later than five (5) days after such conviction.
- F. A copy of this policy will be given or mailed to all current employees and any new employees at the time of their employment.