

<b>Category:</b> <b>7000 PERSONNEL</b>	<b>Policy Number:</b> <b>7425</b>
<b>Policy Title:</b> <b>DRUG-FREE WORKPLACE</b>	<b>Effective Date:</b> <b>October 15, 2008</b>

DRUG-FREE WORKPLACE

The Snake River School District is committed to a safe working environment, to making adequate provisions for the safety and health of its employees at their place of employment, and to the safety and health of the students we serve as well as the general public.

It shall be the district's policy to maintain a drug-free workplace in accordance with the Drug-Free Workplace Act of 1988 and to prohibit smoking in all buildings and on all property owned or leased by the school district, as outlined by the State Board of Education on the 18th day of March, 1994.

All employees are prohibited from unlawful manufacture, dispensing, distribution, possession, use, or being under the influence of a controlled substance or alcohol while on District premises or while performing work for the District.

Violations of this policy may result in the termination of employment.

SCHOOL BUS DRIVERS

The Snake River Board of Trustees shall follow the Department of Transportation's "The Omnibus Transportation Employee Testing Act of 1991." According to "The Act," all CDL license holders are subject to drug/alcohol testing. Following the initial pre-employment testing of all new drivers, bus drivers will be randomly tested for drugs and alcohol. Drivers refusing to take the test or who test positive will be denied employment or immediately dismissed.

Reference: Policy 8410, "Transportation"  
Policy 8495, "Wellness"  
Procedure 7425p1, "Drug-Free Workplace"  
Procedure 7425p2, "Drug-Free Workplace"

<b>Category:</b> <b>7000 PERSONNEL</b>	<b>Procedure or Form Number:</b> <b>7425p 1</b>
<b>Policy Title:</b> <b>Drug-Free Workplace</b>	<b>Effective Date:</b> <b>October 15, 2008</b>

**ESTABLISHMENT OF A DRUG-FREE WORKPLACE**

The District will comply with federal regulations by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace. An employee convicted of such violations will be subject to appropriate personnel action up to and including probation or termination;
2. Establishing a drug-free awareness program to inform employees about the dangers of drugs in the workplace, the District's policy of maintaining a drug free workplace, any available drug counseling program, and the penalties that may be imposed upon employees for drug abuse violation occurring in the workplace.
3. Notifying employees that as a condition of employment, employees will abide by the statement (#1 above) and notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction;
4. Notifying the agency within 10 days after receiving notice of any conviction (#3 above);
5. Within 30 days of any conviction of an employee for violating the conditions of the drug-free workplace, the District will take appropriate personnel action against the employee, including probation to termination with due process or require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.

**GENERAL DRUG TESTING PROCEDURES:**

1. The employees will be furnished a copy of the Drug Free Workplace Substance Abuse Policy in advance of any drug or alcohol testing and will have the screening procedure explained to them.
2. Before any testing, an employee will be asked to sign an authorization for the tests which will release the results of the drug and alcohol test to the district.
3. Reasonable Suspicion Testing: This testing shall be conducted for any employee whenever the Board, through the Superintendent/designee, suspects that there is a violation of the District Drug-Free Workplace Substance Abuse Policy. If the employee refuses to sign the release, refuses to be tested, or fails to show up for testing without a valid medical emergency, the employee should be advised that refusal under Board Policy is insubordination and subject to disciplinary action.
4. If the Superintendent/designee feels that the employee is in no condition to operate a vehicle, then the employee should be transported home. Under no circumstances should the employee be allowed to drive, and if the employee insists, they should be told that should they get in the vehicle, the police will be called and their location, license plate number, etc. will be reported.
5. In the event of positive results, the drug analysis will be reported to the superintendent/designee who will work out proper disciplinary procedures, if any, in accordance with Board policy and State law.

**Confidentiality:**

Records that pertain to the District's employee-required substance screens are recognized to be private and sensitive records. They shall be maintained in a secure fashion to ensure confidentiality and privacy and be disclosed only by written consent of the individual, except that results may be released and relied upon by the District in any administrative or court action by the employee involving the drug test or any discipline resulting from a violation of this policy, or to the extent necessary to address any work-related safety risks occasioned by either the drug or alcohol use.

<b>Category:</b> <b>7000 PERSONNEL</b>	<b>Procedure or Form Number:</b> <b>7425p 2</b>
<b>Policy Title:</b> <b>Drug-Free Workplace</b>	<b>Effective Date:</b> <b>October 15, 2008</b>
<p><u>ESTABLISHMENT OF NON-SMOKING POLICY IN STATE BUILDINGS</u></p> <p><b>WHEREAS</b>, there is need for a uniform state policy relating to smoking in state-owned and state-leased buildings; and</p> <p><b>WHEREAS</b>, it is the state's duty to protect the public health and safety, and to protect public buildings against fire damage and other related property damage; and</p> <p><b>WHEREAS</b>, the recent fire in the State Capitol has increased the awareness of the dangers and consequences of smoking;</p> <p><b>NOW, THEREFORE, I, CECIL D. ANDRUS</b>, Governor of the State of Idaho, have determined that a non-smoking policy in public buildings is a prudent one; therefore, I hereby direct that the following policy shall govern officers and employees of the State of Idaho;</p> <p>All state-owned or state-leased buildings, facilities, or areas occupied by state employees shall henceforth be designated as "non-smoking" except for custodial care and full-time residential facilities. The policy governing custodial care and full-time residential facilities may be determined by the directors of such facilities.</p> <p><b>FURTHER</b>, I here encourage all employees in the State of Idaho to promote a non-smoking policy in all buildings occupied by state employees.</p> <p style="text-align: center;">EXECUTIVE ORDER NO. 92-2</p> <p style="text-align: center;">Snake River School District 52, 103 South 900 West, Blackfoot, Idaho 83221</p>	