



SECTION: EMPLOYEES

POLICY: 351

TITLE: DRUG AND SUBSTANCE ABUSE

ORIGINAL: August 16, 2004

CURRENT REVISION:

LAST REVIEWED BY THE

COMMITTEE: June 6, 2022

ADMINISTRATIVE GUIDELINES

- A. In the Wissahickon School District an investigation of an employee will be instituted any time reasonable suspicion exists. Reasonable suspicion must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of an employee.
- B. Reasonable Suspicion Testing - Wissahickon School District shall require an employee to submit to an alcohol test when the District has reasonable suspicion to believe that:
 1. The employee has reported for duty or is remaining on duty while having consumed alcohol;
 2. The employee possesses alcohol;
 3. The employee is using alcohol while on duty;
 4. The employee has refused to submit to a reasonable suspicion alcohol test as requested by a law enforcement official.
- C. An employee will submit to a controlled substance test when the District has reasonable suspicion to believe that:
 1. The employee has refused to submit to a random controlled substance test as requested by a law enforcement official;
 2. The employee has reported for duty or is remaining on duty after having used controlled substances, except when the use of said substances is pursuant to the instructions of a physician. In such an event, upon request by the District, the employee shall provide the District with a note issued by that physician which confirms the employee's authorized use of the controlled substance.
- D. Testing Procedures, Handling of Test Results, Record Retention and Confidentiality -
 1. Testing and test results will be handled in accordance with appropriate regulations giving due regard to the privacy rights of the covered employees.
 2. The 24-hour Employee Assistance Service and Education program is provided to employees who might require assistance in this area.
 3. In establishing a drug-free awareness program, the Director of Human Resources shall inform employees about:
 - i. Dangers of drug abuse in the workplace.
 - ii. District's policy of maintaining a drug free workplace.
 - iii. Availability of drug counseling, drug rehabilitation, and employee assistance programs.

- iv. Penalties that may be imposed for drug abuse violations occurring in the workplace.
- E. The District shall make a good faith effort to continue to maintain a drug-free workplace through implementation of Policy 351 Drug and Substance Abuse and its administrative guidelines.