

ALCOHOL, DRUG, TOBACCO AND SMOKING USE PROCEDURES FOR PERSONNEL

A. INTRODUCTION

The Milford School Department is concerned about the effects that tobacco, alcohol or drug use may have on an employee's job performance and personal health as well as an employee's ability to serve as a positive role model at the Dr. Lewis S. Libby School and community.

This statement of policy specifically relates to the disease of alcohol/drug abuse itself. It is not concerned with social drinking. The policy is designed to achieve restoration of full health to individuals whose job performance has been affected by alcohol/drug abuse problems.

The Milford School Department actively encourages any employee who needs help for an alcohol/drug abuse problem to voluntarily seek diagnosis and to follow through with the treatment that may be recommended by qualified professionals in order to arrest the condition as early as possible. If professionally diagnosed as being chemically dependent, the employee will receive the same consideration and opportunity for treatment which is extended to employees with other types of illness. While under treatment for an alcohol/drug abuse problem, the employee may use available sick leave.

B. Benefits and insurance coverage shall be provided to employees for alcohol/drug dependency and emotional disorders as specified in current insurance policies.

C. School Personnel Tobacco/Alcohol/Drug Abuse Rule

School policy prohibits any employee or recognized volunteer of the school system from consuming, possessing, furnishing, selling or being under the influence of alcohol or schedule drugs (as defined in 17-A M.R.S.A. SS1101), or using tobacco in school or at any school sponsored, organized or associated function at which students are present or on any property, facility or vehicle owned or operated by or for the Milford School Department. It is not a violation of school policy for an employee or recognized volunteer of the school system to use in school a legally defined drug specifically prescribed for the employee's or volunteer's own use by his/her doctor. All prescribed controlled substances must be kept in a secured location at all times.

D. Disciplinary Action

1. Possession/Use

a) When the school is notified of a reported violation of school policy set out above, involving possession or consumption, school officials will notify the employee or volunteer and shall attempt to verify the nature and extent of the violation. Upon verification of the alleged violation, the appropriate administrator shall take the following steps:

(1) Ensure that the employee or volunteer who is drug/alcohol affected is transported, if possible, to a safe environment by his or her appropriate supervisor or designee.

- (2) Take appropriate disciplinary action, up to and including dismissal in accordance with any applicable collective bargaining agreement in effect at the time of the occurrence if the employee's actions place or placed children's safety or educational welfare in jeopardy.
- (3) Take appropriate disciplinary action if the employee were smoking within school environment.
- (4) If the employee or volunteer agrees to discuss the nature and extent of his or her substance abuse problem and agrees to seek appropriate treatment, then the school committee shall refer the employee or volunteer to an appropriate professional.

2. Furnishing/Selling/Buying

When the school is notified of a reported violation of school policy set out above, involving furnishing, selling, or buying of alcohol, tobacco or scheduled drugs school officials will notify the employee or volunteer and shall attempt to verify the nature and extent of the violation. Upon verification of the alleged violation, the administrator shall take the following steps:

- a) Ensure that the employee or volunteer who is drug/alcohol affected is transported, if possible to a safe environment by his or her appropriate supervisor or designee.
- b) Immediately suspend any person violating this rule.
- c) If the employee violated this rule, then the employee's name shall be furnished to proper law enforcement officials and the employee will be permanently removed from his/her position in a manner consistent with the collective bargaining agreement if in effect at the time of the occurrence.

E. Counseling and Treatment Procedures

1. Self referral

- a) The Milford School Department strongly encourages any school employee or recognized volunteer to voluntarily seek help for any possible alcohol or drug dependency problem. The primary role of the administrator receiving a request for help is to direct the person to an appropriate resource.
- b) Where necessary, the school system will work with outside agencies that can provide such referrals and will facilitate the contact and arrangement of services between the individual and the service agency.
- c) The administrator shall keep all voluntary referrals confidential.