



GBEC - EMPLOYEE USE AND POSSESSION OF DRUGS AND ALCOHOL

Poudre School District R-1 has a firm commitment to and a vital interest in maintaining a safe, healthful and efficient working environment for its employees, maintaining its compliance with state and federal laws concerning employee use of drugs and alcohol, and having its employees set a positive example for its students and the community it serves. Accordingly, all District employees are prohibited from using, possessing or being under the influence of alcohol or prohibited drugs while on District property, in or on District vehicles, at any time while on duty, or at any time during a break from duty if the employee returns to duty during the same day.

As used herein, the term “employee” includes individuals volunteering their services on behalf of the District. As used herein, the term “drugs” means any and all over-the-counter drugs, prescription drugs, narcotics, and controlled substances. As used herein, the term “prohibited drugs” means drugs that do not satisfy each of the following four conditions: (1) the drugs are sold over the counter, or the employee has a valid and current medical prescription for the drugs; (2) the drugs are lawfully possessed and used under state and federal law for the purpose for which they were sold over the counter or prescribed; (3) the drugs are possessed and used at the dosage recommended or prescribed; and (4) the drugs are possessed and used consistent with the safe, efficient and effective performance of the employee’s duties.

Under the Federal Drug-Free Workplace Act, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in any District workplace. In this regard, the term “controlled substance” means a controlled substance in schedules I through V of 21 U.S.C. § 812. Pursuant to the requirements of the Drug-Free Workplace Act, any District employee who is convicted or pleads no contest under any criminal drug statute for a violation occurring in the workplace shall notify the Executive Director of Human Resources no later than five (5) days after the conviction or plea. The District is in turn required to notify the appropriate federal agency within ten (10) days after receiving notice of such employee conviction or plea.

Observance of this policy is a condition of employment. Employees who violate this policy shall be subject to disciplinary action up to and including termination of employment.

The Human Resources Department shall establish an awareness program to inform employees about:

1. The dangers of drug and alcohol abuse;
2. The District’s policy of maintaining a drug-free workplace;

3. Available drug and alcohol counseling, rehabilitation and employee assistance programs; and
4. Penalties that may be imposed upon employees for violation of this policy.

The District shall communicate this policy and related information to all employees, and each employee shall confirm receipt of this policy by signing a written acknowledgment.

Adopted by Board: March 1990

Revised by Board: June 1994

Revised by Board: January 8, 1996

Revised by Board: August 23, 1999

Revised by Board: May 22, 2006

Revised by Superintendent: August 10, 2015

LEGAL REFS:

20 U.S.C. 7101 et seq.

41 U.S.C. 8101 et seq.

21 U.S.C. 812

C.R.S. 25-14-103.5

CROSS REFS:

ADC, Tobacco-Free and Marijuana-Free District

EEAEAA, Drug and Alcohol Use by and Testing for Drivers with a CDL

GDQD, Classified Employee Performance Trial Periods, Discipline and Dismissal

JICH, Student Conduct Involving Drugs and Alcohol