

## **General Personnel**

### **Drug- and Alcohol-Free Workplace: Tobacco Prohibition**

All SASED workplaces are drug and alcohol-free workplaces. All employees shall be prohibited from engaging in any of the following activities while on SASED owned or leased premises or while performing work for SASED:

1. Unlawful manufacture, dispensing, distribution, possession, use, or being under the influence of a controlled substance while on SASED owned or leased premises, using SASED's equipment, vehicles or property or while performing work for SASED, and
2. Distribution, consumption, use, possession, or being under the influence of alcohol while (a) on SASED owned or leased premises, (b) using SASED's equipment, vehicles or property, or (c) while performing work for SASED when alcohol consumption is detectible, regardless of when and/or where the use occurred.
3. Distribution, consumption, use, possession, or being under the influence of cannabis while (a) on SASED owned or leased premises, (b) using SASED's equipment, vehicles or property, or (c) while performing work for SASED when cannabis use is detectible, regardless of when and/or where the use occurred.

For purposes of this policy a controlled substance means a substance that is:

1. Not legally obtainable,
2. Being used in a manner different than prescribed,
3. Legally obtainable, but has not been legally obtained, or
4. Referenced in federal or State controlled substance acts.

As a condition of employment, each employee shall:

1. Abide by the terms of the SASED and member district policy respecting a drug and alcohol-free workplace; and
2. Notify his or her supervisor of his or her conviction under any criminal drug statute for a violation occurring on SASED workplaces or while using SASED's equipment, vehicles or property or while performing work for SASED, no later than 5 calendar days after such a conviction.

Unless otherwise prohibited by this policy, prescription and over-the-counter medications are not prohibited when taken in standard dosages and/or according to prescriptions from the employee's licensed health care provider, provided that an employee's work performance is not impaired.

In order to make employees aware of dangers of drug and alcohol abuse, SASED will:

1. Provide each employee with a copy of the SASED Drug- and Alcohol-Free Workplace policy;
2. Post notice of the SASED Drug- and Alcohol-Free Workplace policy in a place where other information for employees is posted;
3. Make available materials from local, State, and national anti-drug and alcohol-abuse organizations;
4. Enlist the aid of community and State agencies with drug and alcohol informational and rehabilitation programs to provide information to SASED employees;
5. Establish a drug-free awareness program to inform employees about:

- a. The dangers of drug abuse in the workplace,
- b. Available drug and alcohol counseling, rehabilitation, re-entry, and any employee assistance programs, and
- c. The penalties that SASSED may impose upon employees for violations of this policy.

#### Tobacco Prohibition

All employees are covered by the conduct prohibitions contained in policy 8:30, *Visitors to and Conduct on School Property*. The prohibition on the use of tobacco products applies both (1) when an employee is at any SASSED workplace, using SASSED equipment, vehicles or property and (2) while an employee is performing work for SASSED at a school event regardless of the event's location. *Tobacco* shall have the meaning provided in section 10-20.5b of the School Code.

#### SASSED Action Upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action, including termination. Alternatively, the Board of Control may require an employee to successfully complete an appropriate drug- or alcohol-abuse, employee-assistance rehabilitation program.

The Board of Control shall take disciplinary action with respect to an employee convicted of a drug offense in the workplace within 30 days after receiving notice of the conviction.

Should SASSED employees be engaged in the performance of work under a federal contract or grant, or under a State contract or grant of \$5,000 or more, the Executive Director shall notify the appropriate State or federal agency from which SASSED receives contract or grant monies of the employee's conviction within 10 days after receiving notice of the conviction.

LEGAL REF.: Americans With Disabilities Act, 42 U.S.C. §12114.  
Compassionate Use of Medical Cannabis Pilot Program, 410 ILCS 130/  
Controlled Substances Act, 21 U.S.C. §812; 21 C.F.R. §1308.11-1308.15.  
Drug-Free Workplace Act of 1988, 41 U.S.C. §701 et seq.  
Safe and Drug-Free School and Communities Act of 1994, 20 U.S.C. §7101 et seq.  
Drug-Free Workplace Act, 30 ILCS 580/1 et seq.  
105 ILCS 5/10-20.5b.

ADOPTED: October 28, 2009

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