

**EMPLOYEE POLICY FOR POSSESSION, USE, SALE, AND DISTRIBUTION OF
ALCOHOL AND OTHER DRUGS**

The Granton Area School District shall work toward a drug free and safe working environment for all employees. To accomplish this goal, the district will:

1. Prohibit the manufacture, distribution, dispensing, possession, sale, or use of alcohol or other non-prescription drugs by employees in the school building, on school premises, in school-approved vehicles, or while chaperoning students. In addition, employees are strictly prohibited from being under the influence of alcohol or other non-prescription drugs during working hours.
2. Make an honest effort to assist those employees experiencing problems with alcohol or other drugs.
3. Require employees engaged in activities funded under a federal grant to notify the district administrator of any criminal drug statute conviction. The district administrator shall notify the appropriate federal agency.
4. Discipline employees who violate this policy. The disciplinary action taken may include termination of employment and referral for prosecution.
5. Require any employee convicted of a criminal drug statute violation occurring in the workplace to satisfactorily take and follow the recommendations of a professional assessment. Failure to satisfactorily participate in such an assessment shall result in disciplinary action or other procedures established by the school district.
6. Distribute this policy to all employees of the district.
7. Inform employees about the dangers of drug abuse in the workplace; the district's policy; and the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

PROCEDURE FOR "DUE PROCESS" FOR EMPLOYEES

The Granton Area School District prohibits the manufacture, distribution, dispensing, possession, sale, or use of alcohol or other non-prescription drugs in the school building, on school premises, in school-approved vehicles, or while chaperoning students. In addition, employees are strictly prohibited from being under the influence of alcohol or other non-prescription drugs during working hours.

Because of this policy, it may be necessary to take disciplinary action for violations.

1. Any alleged violations by an employee will result in a pre-disciplinary hearing with the District Administrator and employee and either party may seek additional representation. The hearing will consist of:
 - A. A statement of the alleged violation
 - B. Explanation from alleged violator (optional)
 - C. Action to be taken
 - D. Right to a hearing and appeal process

2. If the employee is not satisfied with the decision of the hearing, a hearing before the Board of Education may be requested in writing. Employees have ten (10) days, from the pre-disciplinary hearing, in which to request a hearing with the Board.
3. After receipt of the hearing request, the President of the Board of Education will establish a hearing date within ten (10) working days after receipt of the written appeal request.
4. Present at the Board hearing are:
 - A. All members of the Board of Education
 - B. The District Administrator
 - C. The employee

The hearing will provide an opportunity for testimony and other evidence to be provided by both parties.

5. The decision of the Board will be made known to the employee within twenty four (24) hours of the close of the hearing. Proceedings of the hearing, including the decision, will be put in writing and delivered to the employee within five (5) days.
6. If the employee is still not satisfied with the decision, he/she may continue the appeal process through other legal channels.

Adopted: March 12, 1991
Revised: December 9, 2013

Legal References:
