

AR GBEC-R Drug- and Alcohol-Free Schools and Departments

Issued 4/17

The office of human resource services will obtain and make available upon request to all employees information on the dangers of substance abuse.

Any employee who is arrested and/or convicted of an illegal drug offense must notify the office of human resource services within five days of the arrest or conviction. The office of human resource services will notify the appropriate district grant administrator. Within 10 days of receiving such notice, the district must report the conviction to federal, state, or local grantor agencies.

Any employee who believes he/she may benefit from substance abuse treatment, whether he/she has been disciplined for substance abuse or not, may receive confidential assistance from the office of human resource services in locating such treatment. The superintendent may revoke a suspension for substance abuse if the employee submits proof that he/she has enrolled in a rehabilitation program.

The principal or supervisor will be responsible for investigating alleged violations of this policy at the schools. The principal or supervisor will be responsible for making appropriate reports of disciplinary action taken or for making appropriate recommendations to the superintendent if necessary.

At the discretion of the superintendent, employees will be permitted to use sick leave or other available leave during the time they are absent for treatment. Failure to complete treatment or any repeat occurrence of substance abuse may result in immediate discharge.

Nothing in this policy supersedes the provisions regarding the suspension, dismissal, or non-renewal of contracts for employees. Administrators and supervisors are encouraged to review these policies before making decisions in this area.

Adopted 11/23/99; Revised 4/25/17; Reviewed 00/00/21

Richland County School District One