



**Responsible Office:** Office of Human Resources

## **BOARD POLICY 4214**

### **DRUG FREE WORKPLACE**

#### **PURPOSE**

The Board of Trustees is committed to protecting the safety, health and well-being of all employees and students of the Washoe County School District. Alcohol abuse and drug use pose a significant threat to the mission and goals of the District. A drug-free workplace program has been established that balances the District's respect for individuals with the need to maintain an alcohol and drug-free environment.

#### **POLICY**

##### 1. General

- a. The District's drug-free workplace policy is intended to apply whenever anyone is representing or conducting business for the District. Therefore, this policy applies during all working hours, whenever conducting business or representing the organization, while on District property and at District-sponsored events. This includes employees and volunteers.
  - i. For the purposes of clarification, alcohol is considered a drug under this policy.
- b. Employee and volunteer involvement with alcohol and/or drugs, including those licensed to operate a commercial vehicle, can be extremely disruptive and harmful to the workplace by adversely affecting the quality of work and the performance, posing serious safety and health risks to an individual, co-workers, students and the public, and having a negative impact on work efficiency and productivity.
- c. A safe and productive drug-free workplace is achieved through cooperation and shared responsibility. The Board of Trustees, as well as employees and volunteers, all have important roles in maintaining a safe and healthy environment.
- d. Any individual who conducts business for the District, is applying for a position or is conducting business on District property is covered by this drug-free workplace policy.

2. Impairment Prohibited

- a. No employee shall report for work or work impaired by any substance that is legal or illegal.
- b. "Impaired" means under the influence of a substance such that the employee's motor senses (i.e. sight, hearing, balance, reaction, reflex) or judgment either are or may be reasonably presumed to be affected.

3. Possession Prohibited

- a. No employee or volunteer shall possess any quantity of any substance, legal or illegal, which in sufficient quantity could cause impaired performance, except for authorized substances while on District property or at a District-sponsored event.
- b. It is a violation of this policy to use, possess, sell, trade, and/or offer for sale alcohol, illegal drugs or intoxicants.

4. Treatment

- a. The District believes that drug use and abuse is an illness requiring medical treatment. As a result, the District:
  - i. Encourages affected individuals to voluntarily seek medical help; and,
  - ii. Assist supervisors in dealing with associated problems related to the employee's work performance.

5. Legal Compliance

- a. The District shall comply with all state and federal laws and regulations pertaining to the attainment and maintenance of an alcohol and drug-free workplace. This includes the requirements of the U.S. Department of Transportation and the Alcohol and Drug-Free Workplace, which is designed to reduce accidents that result from the use of alcohol and/or drugs, thereby reducing fatalities, injuries and property damage.
- b. The District shall communicate the drug-free workplace policy to all employees and volunteers.

**DEFINITIONS**

1. "Work site" means any building or property (including parking lots) owned or operated by the District, or any other site at which an employee performs work for the District.

2. "Possess" means to have a drug or drugs either in or on a person, personal effects, motor vehicle, tools, and areas entrusted to the person such as desks, files and District vehicles.
3. "Impaired" means under the influence of a substance such that the person's motor senses (i.e., sight, hearing, balance, reaction, reflex) or judgment either are or may be reasonably presumed to be affected.

### **DESIRED OUTCOMES**

1. Through this policy, the Board of Trustees:
  - a. seeks to send a clear message that the use of alcohol and drugs in the workplace is prohibited; and
  - b. encourages employees and volunteers to voluntarily seek help with alcohol and drug problems.

### **IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS**

1. This Policy reflects the goals of the District's Strategic Plan.
2. This policy aligns and complies with the governing documents of the District, to include:
  - a. Board Policy 4505, Standards of Professional Conduct, and any accompanying documents
  - b. Board Policy 7500, Transportation of Students, and any accompanying documents
  - c. Board Policy 7505, Use of District Vehicles, and any accompanying documents
  - d. Administrative Regulation 1332, Alcohol, Tobacco and Controlled Substances Prohibited
  - e. Administrative Regulation 4119, Separation – Licensed Employees
  - f. Administrative Regulation 4219, Employee Discipline and Separation (Non-Licensed Employees)
  - g. Administrative Regulation 4160, Mandatory Self-Reporting by Staff: Charge, Arrest or Conviction of a Crime
3. This policy complies with Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC), to include:

- a. Chapter 202, Crimes Against Public Health and Safety
  - b. Chapter 391, Personnel, and specifically
    - i. NRS 391.31297, Grounds for suspension, demotion, dismissal and refusal to reemploy teachers and administrators; ...
  - c. Chapter 392, Pupils, and specifically
    - i. NRS 392.463, Adoption of plan to ensure public schools are safe and free of controlled substances;
  - d. Chapter 453, Controlled Substances
4. This policy complies with federal laws and regulations, to include:
- a. Title 49, Transportation, Part 382, Controlled substances and alcohol use and testing, through the U.S. Department of Transportation's Federal Motor Carrier Safety Administration.
  - b. Title 49, Transportation, Part 40, Procedures for Transportation Workplace Drug and Alcohol Testing Programs.
  - c. Drug-Free Workplace Act of 1988

**REVISION HISTORY**

Date	Revision	Modification
4/11/1967	1.0	Adopted as Alcohol and Drug Testing (commercial drivers)
10/27/1992	2.0	Revised
2/28/1995	3.0	Revised
7/14/1998	4.0	Revised
4/13/1999	5.0	Revised
12/08/2015	6.0	Revised: name changed to Drug Free Workplace