

**BRISTOL/WARREN REGIONAL SCHOOL DISTRICT  
ALCOHOL/DRUG FREE WORKPLACE POLICY**

Alcohol/drug use and abuse at the workplace or while on duty are subjects of immediate concern in our society. These problems are extremely complex and ones for which there are no easy solutions. From a safety perspective, the users of alcohol/drugs may impair the well-being of all employees, the public at large and result in damage to property. Therefore, it is the policy of the Bristol/Warren Regional School District that the unlawful manufacture, distribution, dispensation, possession of, use of an alcohol/controlled substance is prohibited in the workplace. Any employee(s) violating this policy will be subject to discipline up to and including termination. An employee may also be discharged or otherwise disciplined for a conviction involving illicit alcohol/drug behavior, regardless of whether the employee's conduct was detected within employment hours or whether his/her actions were connected in any way with his or her employment. The specifics of this policy are as follows:

1. Any unauthorized employee who gives or in any way transfers an alcohol/controlled substance to another person or sells or manufactures a controlled substance while on duty, regardless of whether the employee is on or off the premises of the employer, will be subject to discipline up to and including termination.
2. The term "controlled substance" means any drug listed in 21 U.S.C. Sect. 812 and other federal regulations. Generally, all illegal drugs and substances are included, such as marijuana, heroin, morphine, cocaine, codeine or opium additives, LSD, DMT, STP, amphetamines, methamphetamines, and barbituates.
3. Each employee is required by law to inform the Office of the Superintendent within five (5) days after (s)he is convicted for violation of any federal or state criminal drug statute. A conviction means a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence by a judge or jury in any federal or state court.
4. The employer (the hiring authority) will be responsible for reporting conviction(s) to the appropriate federal granting source, within ten (10) days after receiving notice from the employee or otherwise receiving actual notice of such a conviction(s). All conviction(s) must be reported in writing to the Office of the Superintendent within the same time frame.
5. If an employee is convicted of violating any criminal drug statute while on duty, (s)he will be subject to discipline (which may include one or more of the following: suspension without pay, alcohol drug rehabilitation, counseling,) and/or termination. Conviction(s) while off duty may result in discipline or discharge.
6. The Office of the Superintendent encourages any employee with an alcohol/drug abuse problem to seek assistance. Information on alcohol/drug counseling, rehabilitation, and treatment is available through the Office of the Superintendent.

ADOPTED: November 16, 1992

BRISTOL WARREN REGIONAL SCHOOL DISTRICT, BRISTOL, RI