

Substance-Free Workplace

It is the policy of the Dubuque Community School District to maintain a substance-free workplace. No employee, while in the work place, shall unlawfully manufacture, distribute, dispense, possess, or use any narcotic or hallucinogenic drug, amphetamine, barbiturate, alcoholic beverage, or any other controlled substance, as defined by federal or state law.

“Workplace” includes, but is not limited to, facilities, premises or vehicles owned or leased by the school district. “Workplace” also includes non-school property if the employee is at any school-sponsored, school-approved, or school-related activity, event or function, such as field trips or extracurricular events, and locations where the employee is engaged in school business.

If an employee is charged with a violation of any criminal drug offense committed in the workplace, the employee will so notify the employee’s supervisor within five (5) days of being charged. (Notification Form found in Policy 4609.1.)

An employee who violates this policy is subject to discipline, up to and including termination. If an employee violates this policy, the Superintendent will make a determination whether the employee should be disciplined, required to undergo substance abuse treatment, or both. Failure to comply with the terms of any treatment program ordered by the Superintendent will be grounds for termination.

The Superintendent is responsible for publication and dissemination of this policy to each employee. In addition, the Superintendent or designee will oversee the establishment of a substance-awareness program to educate employees about the dangers of substance abuse and notify them of available substance abuse treatment programs. It is the responsibility of the Superintendent to develop administrative guidelines to implement this policy.

Adopted: September 11,1990
Revised: May 10, 2004
Reviewed: November 23, 2010

Legal Reference:
41 U.S.C. 701-707
42 U.S.C. Section 12101 et seq.
34 C.F.R. Pt. 85
Code of Iowa Chapter 124;
Sections 123.46 and 279.8

