

CCSD Administrative Guidelines Regarding Drug-Free Workplace Staff Rights and Responsibilities

Pursuant to the School Board's Drug-Free Workplace Staff Rights and Responsibilities Policy (GAM), these administrative guidelines are to be utilized by CCSD staff in Policy application:

An employee must submit to a substance abuse test under the following conditions:

- When using School District property and involved in an accident that results in an injury and/or damage to District and/or private property (Damage assessment as it relates to determinations on drug screening will be made by Risk Management Personnel in conjunction with information provided by law enforcement and site supervisors).
- When filing a Workers Compensation Claim resulting in medical treatment.
- In incidents where "Reasonable Suspicion" is determined.
- To evaluate the root cause of a workplace incident/accident that harmed or could have harmed an employee and/or other person(s).
- When a substance abuse test is conducted as a part of a scheduled employee fitness for duty medical exam or is scheduled for all members of an employment classification or group.
- As a part of a follow-up program to treatment for drug abuse when an employee has entered a rehabilitation program.

An employee must submit to a substance abuse test at a School District-designated testing location immediately, and no later than 24 hours, following a work-related accident or injury. An exception may be granted only if an employee experiences extenuating circumstances (i.e., emergency room visit, hospitalization/admission) due directly to the work-related accident or injury. All exceptions will be reviewed for validity. Once emergency treatment is obtained, the employee is required to follow protocol of reporting to a designated facility for substance abuse testing.

Duly authorized School District personnel at the scene of the accident or upon receiving notice of an accident will assess the circumstances surrounding the accident, and in accordance with the above guidelines, will immediately contact the Office of Risk Management to order a substance abuse test when required.

A request for an employee to submit to a substance abuse test is not an accusation of blame or fault for an accident. It is a routine screen to assure compliance with the School District Drug-free Workplace Policy in support of the School District's Major System Priority of "Ensuring that all students and staff have a Safe and Secure Environment".

The above guidelines for post-accident drug testing do not override or supersede in any way the policy provision for post-accident drug testing as a result of "reasonable suspicion". This policy language is restated for reference as follows:

It will be a condition of employment for employees to submit to substance abuse testing following an accident under the following circumstances:

When there is reasonable suspicion to believe that an employee is using illegal drugs or abusing alcohol in the workplace. "Reasonable suspicion" is based on a belief that an employee is using or has used drugs or alcohol in violation of Board policy; drawn from specific objective and describable facts and reasonable inferences; and drawn from those facts in light of experience. Among other things, such facts and inferences may be based upon, but not limited to, the following:

- *Information that an employee has caused or contributed to an accident or injury while at work.*

The employee's work location supervisor will immediately contact the Office of Risk Management to request a test based on "reasonable suspicion" when required.