



Book	BHASD Policies
Section	300 Employees
Title	Drug and Alcohol Use and Testing
Code	351.1 451.1 551.1
Status	Active
Adopted	January 7, 2019

351.1, 451.1, 551.1 DRUG AND ALCOHOL USE AND TESTING

Purpose

The Brandywine Heights Area School District is committed to the safety and health of its employees and the quality of education of its students. The district has established a drug and alcohol policy to ensure that employees do not pose a hazard to themselves and others, as well as to district property. The district encourages employees to voluntarily seek assistance through the services of the district's employee assistance program.

The use, possession, distribution, or sale of alcohol or controlled substances is prohibited whenever employees are on district business, regardless of whether they are at one of the district properties or traveling in the course of district business. This is considered a willful violation of district policy, which can result in employment suspension and/or discharge. All employees have the responsibility to report to work in a fit condition and to perform their jobs without unnecessary risks to themselves or others. The district encourages employees who may be experiencing difficulties with alcohol or drugs to seek professional assistance.

Definitions

Under the influence means, with respect to drugs, the presence in an employee's system of any detectable amount of a drug, or its metabolites, and speech, actions or an appearance which lead a supervisor to reasonably suspect that the employee's ability to perform his/her job safely and effectively has been impaired by alcohol and/or drugs.

The term **drugs** includes any and all mood altering and controlled substances, such as but not limited to alcohol, marijuana, cocaine, amphetamines, PCP, and opiates. The term **drugs** also includes prescription and over-the-counter medications which are being abused.

Guidelines

Prohibitions

The following employee conduct is prohibited:

1. Employees are prohibited from using, being under the influence of, or possessing illegal drugs.
2. Influence of legal drugs that are being used illegally and/or abused.
3. Employees are prohibited from using or being under the influence of legal drugs/alcohol whose use can adversely affect the ability of the employee to perform his/her job safely.

4. Employees are prohibited from selling, buying, soliciting to buy or sell, transporting, or possessing illegal drugs while on Brandywine Heights Area School District time or property.
5. Testing positive for drugs and/or alcohol.
6. Refusing to be tested for drugs and/or alcohol.
7. Failing to submit to a drug and/or alcohol test as directed by the district.
8. Doing anything to obstruct the district's goals with respect to drug and alcohol testing.

Testing

The district has adopted testing practices to help provide a workplace free of drug/alcohol use. Any employee involved in any of the below stated circumstances, may be required to submit to drug and/or alcohol testing, and may be required to provide a urine and/or blood sample.

- An employee who is involved in a vehicular accident on district business, and/or in a district vehicle.
 - An employee who engages in conduct which raises a reasonable suspicion that the employee is unfit or unsafe to work or willfully damages district property.
1. An employee who refuses to be tested will immediately be suspended pending possible discharge from employment. An appointment will be made by the superintendent or his/her designee to the employee assistance program. For purposes of this policy and the district's drug and alcohol testing program, refusing to be tested means any of the following:
 - a. Failing to provide an adequate urine specimen for a drug test without a medical explanation.
 - b. Failing to provide adequate breath for an alcohol test without a valid medical explanation.
 - c. Failing to submit to a test as directed.
 - d. Engaging in any conduct which clearly obstructs the testing process.
 2. An employee who tests positive will be subject to disciplinary measures including suspension from duties up to and including termination. An appointment will be made by the district for that employee to the district's employee assistance program.
 3. An employee not tested within twelve (12) hours of the incident, or who tests positive under this policy, may not return to work until the employee tests negative for drug and alcohol use.
 4. An employee who submits to testing will not be permitted to return to work until the results of the test are known, and then only if the results of the test are negative.
 5. An employee may be found unfit or unsafe for work and be required to submit to a drug and alcohol test. Two (2) supervisors shall concur in writing whenever possible as to the legitimacy of the concern.
 6. Information concerning an employee's counseling and rehabilitation will be treated a confidential.
 7. Assistance program rehabilitation will be administered only at a certified licensed facility.
 8. An employee admitted for treatment under this policy will be required to complete the treatment program prescribed by the facility.

Pre Employment Testing

The Brandywine Heights Area School District is committed to a safe, healthy and productive work place for all employees. As a means of maintaining a drug free workplace, the School District may implement a pre-employment drug-testing program as a condition of employment.

Employee Assistance

The district offers an employee assistance program benefit for employees and their dependents. This program provides confidential assessment, referral, and short term counseling for employees who need or request it. If referral to a treatment provider outside the program is necessary, the costs of treatment may be covered by the employee's medical insurance, however, any uncovered costs will be the employee's responsibility (see Policy 450).

Legal

[24 P.S. 527](#)

[35 P.S. 780-101 et seq](#)

Pol. 417

Pol. 451

Last Modified by Katharine Ege on January 17, 2019