

EMPLOYEE ASSISTANCE PROGRAM (REGULATION)

The following regulations apply to all salaried, hourly, and part-time employees (staff). It also applies, in part, to potential employees and other persons on school property in violation of these regulations. Examples are family members and guests of staff, parents of students, vendors, contractors, etc. It is the intent of this school district to hold staff and other adults at a higher level of accountability with more severe consequences than students concerning this policy.

Possession and/or Use of Alcohol, Illicit Drugs, Inhalants, Look-alike Drugs, and Drug Paraphernalia

1. The district recognizes that performance often will be affected by any personal problem(s); however, incidents of unacceptable staff member performance will be discussed with the staff member and will be documented. Continued unacceptable performance will ultimately lead to the staff member being discharged.
2. Staff members directed into the employee assistance program (EAP) will be considered probationary employees for up to one year or upon completion of the EAP treatment/follow-up process. This does not apply to voluntary EAP referrals.
3. This program will be used as a recovery/rehabilitation effort for staff members or their families for any personal problem(s) providing the person is cooperative and successfully completes the EAP treatment recommended.
4. No staff member shall be permitted to report for work or continue to perform work while in possession of or knowingly under the influence of alcohol or other psychoactive chemicals that in any way affects safe and efficient performance and/or mental judgment. Any employee found in such an impaired condition will be relieved of duty and is subject to discharge.
5. Any staff member found to be using, selling, negotiating, or providing alcohol or other drugs to another person on school property, at a school event, or on a school bus is subject to immediate discharge. (See also policy DCC)
6. Families of employees may also use the services of this EAP on a voluntary basis.
7. Cost of EAP services will be at the expense of the employee or family member.

Drug-free Workplace Affidavit and Acknowledgment of Understanding of the District's Alcohol and Drug Policies

All employees or potential employees will also sign the Drug-free Workplace Affidavit and an "Understanding of District Alcohol and Drug Policies" statement as a condition of employment.

Chemical Testing

Chemical testing consists of analysis of blood, urine, breath, hair, or saliva to determine the presence or absence of psychoactive chemicals, to include alcohol. In cases of blood testing, biological samples will be obtained by a licensed physician or nurse (RN or LPN). Breath analysis will be performed by a person qualified to administer a breath analysis. Urine collection will be accomplished by a collector trained in the various subterfuges used by drug users to avoid detection. It is anticipated that urinalysis will be the primary mode of chemical testing. Chemical testing is voluntary for staff at this time.

EMPLOYEE ASSISTANCE PROGRAM, REGULATION (Cont.)Available Alcohol/Drug Abuse Information and Treatment

The following agencies have agreed to provide chemical abuse services:

People Plus, Inc., Idabel, OK 286-6577
McCare, Idabel, OK 286-3344
Kiamichi Council on Alcoholism and Other Drug Abuse, Inc., Idabel, OK 286-3301
Baptist Health Care, McAlester, OK (918) 423-0770

The EAP coordinator and school counselor also maintain a list of other service agencies.

Access and Referral to Treatment, Counseling, or Support Groups

1. **Voluntary Access to Services:** No employee will have his or her job status jeopardized or threatened in any way by a voluntary request for help or services. Any employee seeking help with any personal problem(s) through this policy will be given confidentiality, respect, and support in the effort to overcome the problem(s). However, an employee may not use voluntary request to avoid disciplinary sanctions after an incident of policy violation.
2. **Directed Access to Services:** Employees directed into EAP will be considered probationary employees for up to one year. Employees will also be referred in writing for assessment or treatment services. Any lack of good faith cooperation on the part of the employee will result in discharge. The use of the assessment/treatment agreement is not required for voluntary EAP referrals.
3. **Support Groups:** Employees may also be required to be a part of a self help or other group process as a part of their treatment program.

Use of Drug Detection Animals or Equipment on School Property

Law enforcement officials are authorized to enter school property with or without the use of drug detection animals or equipment at any time. It is anticipated that law enforcement officials will be requested by school officials in most cases.

Search for and/or Confiscation of Alcohol, Drugs, Drug Paraphernalia or Other Contraband

The superintendent, assistant superintendent, administrators, principals, or assistant principals can call law enforcement officials to any school campus upon determination that such assistance is needed. The board of education further authorizes the use of drug detection animals or equipment to assist in the search of classrooms, lockers, automobiles, personal effects of staff (i.e., purses, desks, outer clothing, wallets, briefcases, etc.), and/or personal search of staff members. (See also policy CKAE.) The determination of arrest will be made by the law enforcement officials. These actions can be accomplished at any time of day, weekends, or during regular school activities. School officials will attempt to notify family members concurrent with arrest and removal of employee(s) from the school property.

EMPLOYEE ASSISTANCE PROGRAM, REGULATION (Cont.)

Alcoholic beverages, drugs, look-alike drugs, drug paraphernalia, or other contraband (i.e., weapons, explosives, stolen property, sexually explicit materials, etc.) will be confiscated and provided to law enforcement officials or disposed of as appropriate to the item(s).

Appointment of Employee Assistance Program Coordinator (EAPC)

The principal of each school will serve as the EAPC and will be trained in IMPACT or YES activities. The EAPC will be the focal point for all EAP activity and will maintain regular contact with treatment or counseling professionals working with employees from their school. Each EAPC will also be familiar with federal confidentiality regulations.

Records, Reports, and Access of Employee Files or Information Concerning Alcohol or Drug Abuse Issues

Documentation of an employee's performance, cooperation, and corrective actions taken should be maintained in a strictly confidential manner. Records on employees who have been referred for assessment, to include medical, health, or behavioral counseling, will be maintained in confidence and accorded the same security and accessibility restrictions provided for medical records. Employee files will not include information concerning chemical abuse problems except as they apply to specific events leading to disciplinary actions.

The assessing and/or treating agency may be required to provide a report to the EAPC with the following information:

- attendance
- cooperation
- completion of goals, therapy, or program
- results of chemical testing
- referral to other programs
- recommended return to school date
- other information as authorized by the employee

Notification of Mandatory Requirements of District Policy

All employees will read a copy of the district's alcohol and drug policies and employee assistance procedures. In addition, they will also sign a written acknowledgment that they have read and understand the drug and alcohol policies and procedures of this district.

Drug-free Workplace

This school district also supports P.L. 100-690, Drug-free Workplace Act of 1988. All employees will sign the affidavit of understanding acknowledging their understanding and compliance with this act.

EMPLOYEE ASSISTANCE PROGRAM, REGULATION (Cont.)

Cooperation and Support of the Local Education Agency

This school district pledges its support of any review or inspection concerning compliance with these regulations. The board of education will appoint a reviewing agent or agency to review school policy and compliance with P.L. 101-226.