

Alcohol and Drug Free Workplace

Applicability

This policy applies to applicants and employees of LSS. Applicants and employees of SSP will be governed by the Department of Education policy.

Philosophy

The employees of the State of Louisiana are among the State’s most valuable resources, and the physical and mental well being of these employees is necessary for them to carry out their responsibilities properly. Substance and alcohol abuse causes serious adverse consequences to users, impacting their productivity, health and safety, dependents, and co-workers, as well as the general public.

The State of Louisiana has a long-standing commitment to working toward a drug and alcohol-free workplace. In order to curb the use of alcohol and illegal drugs by employees of the State of Louisiana, the Louisiana Legislature has enacted laws that provide for the creation and implementation of drug and alcohol screening programs for State employees. Further, state agencies are required by executive order to have written policies mandating drug screening of employees, appointees, prospective employees, and prospective appointees, pursuant to Louisiana Revised Statutes 49:1001, et seq.

The legislature has further chosen to make the unauthorized possession or consumption of alcoholic beverages on public school property a criminal offense, punishable by both fine and imprisonment.

SSD, a state agency that operates schools and educational programs, fully supports these efforts and is committed to a drug and alcohol-free workplace.

Policy

It shall be the policy of SSD to maintain a drug and alcohol-free workplace and a workforce free of substance abuse.

Employees are prohibited from reporting for work or performing work for SSD with the presence in their bodies of alcohol above the prohibited alcohol concentration level, illegal drugs, or designer (synthetic) drugs at or above the initial screening levels and confirmatory screening levels as established in the contract between the State of Louisiana and the official provider of drug screening services.

Employees are prohibited from the illegal use, possession, dispensation, distribution, manufacture, or sale of controlled substances, designer drugs, and illegal drugs or alcohol at the work site, while responsible for students whether at school or not, while on official State business, or while on-call for duty.

Any employee who is participating in an alcohol or substance abuse after-treatment program or who has a rehabilitation agreement following an incident involving alcohol or substance abuse shall be required to submit to random screening.

4. Pre-Employment

Each prospective employee, except employees transferring from another executive agency without a lapse in service, shall be required to submit to pre-employment drug screening at the time and place designated by the person administering the program. Pursuant to R.S. 49:1008, a prospective employee who tests positive for the presence of drugs in the initial screening shall be eliminated from consideration for employment.

5. Appointments and Promotions to Safety and/or Security-Sensitive Positions

Each employee who is offered a safety-sensitive or security-sensitive position shall be required to pass a drug screen before being placed in such a position, whether through appointment or promotion.

6. Random Screening of Incumbents in Safety and/or Security-Sensitive Positions

Random drug screening is required for all employees holding safety and/or security-sensitive positions. Such screening shall be periodic and unannounced and employee selection shall be by a computer-generated random selection process. All such screening shall, unless impracticable, occur during the employee's normal work hours.

Confidentiality

All information, interviews, reports, statements, memoranda, and/or screening results received by SSD through its drug and alcohol screening program are confidential communications, pursuant to La. R.S. 49:1012.

Violation of This Policy

Violation of this policy, including refusal to submit to drug and alcohol screening, will result in disciplinary action up to and including termination of employment. Each violation and alleged violation of this policy will be handled on an individual basis, taking into account all relevant information, including the risk to students, self, fellow employees, and the general public.

REFERENCES: Executive Order BJ 08-69
La. R.S. 17:91.7, 30:2173(2), 32:1502(5), 49:1001, et seq.
Controlled Substances Act (21 U.S.C. 812)



Monte Burke, Superintendent
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