

Policy #:  
Effective Date:  
Board Approval:

## **DRUG-FREE WORKPLACE**

The Autism Society of Maine Board recognizes that alcoholism and drug dependency are treatable diseases. Left untreated, they may result in serious personal and family problems. At the same time, the Board is also seriously concerned about the effects of alcohol and drug dependency upon an employee's job performance and ability to serve as role models for students. Accordingly, the Board expects all employees to report for work and to perform their duties in a manner which does not jeopardize the health, safety, and well-being of coworkers and students.

No employee shall distribute, dispense, possess, use, or be under the influence of any alcoholic beverage, malt beverage, fortified wine, or other intoxicating liquor. Nor shall an employee unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, or any other controlled substance (as defined in schedules I through V of section 202 of the federal Controlled Substance Act [21 USC § 812]; by regulation at 21 CFR, § 1300.11 through 1300.15; and in 17-A MRSA, § 1101). This applies before, during, and after work hours, at the Autism Society of Maine office or at any other office, site, or school system location, defined as: any office, site, or school building or on any of their premises, or in any organization-approved vehicle used to attend any event or function.

Any illegal use, possession, furnishing, selling, or provision of assistance in obtaining alcoholic beverages or scheduled drugs, including those not covered by the preceding paragraph may, depending upon the circumstances, constitute sufficient grounds for discipline, up to and including dismissal.

Any employee who suspects that he/she may have an alcohol or drug dependency problem is strongly encouraged to contact his/her supervisor to seek voluntary diagnosis and treatment. The employee will be provided confidential referral services to an outside agency upon request and assisted in determining the extent to which insurance coverage to help pay for such services is available. All voluntary referrals shall be kept confidential.

Persons voluntarily seeking help with substance abuse issues should contact the administrator to whom they are accountable. The administrator will provide information about professional resources in the area offering evaluation and treatment services to substance abusers, and furnish such information to employees upon request.

Within 48 hours after the initial contact, the administrator will contact the employee to determine if help is desired in scheduling an appointment with an area professional for

evaluative purposes. The administrator may offer to accompany the employee to the first appointment.

A maximum effort will be made by the Autism Society of Maine Board to provide assistance to employees in restoring good health free from substance abuse. Therefore, a failed first treatment program will be followed with a second professional effort using any sick and/or vacation time remaining to the employee. Additional relapses will be handled in terms of job performance criteria, which may include termination.

Referrals under foregoing paragraphs of this policy will not preclude disciplinary action under this paragraph, depending on the circumstances.

As provided in the Drug-Free Workplace Act of 1988, any employee is required to notify the organization unit of a criminal or civil conviction for a drug violation occurring in the workplace no later than five calendar days after such conviction. In turn, the Executive Director, within 10 calendar days of learning of such a conviction, is to give written notification to the U.S. Department of Education and to any other federal agency from which the unit receives grant funds.

Appropriate disciplinary sanctions shall be taken against any employee who violates the terms of this organization's drug and alcohol policy, up to and including dismissal. Any employee who violates the terms of this policy may be allowed to participate in a drug abuse assistance or rehabilitation program approved by the Board. If such employee fails to satisfactorily participate in and complete such program, the employee shall have appropriate disciplinary sanctions taken against him/her, up to and including dismissal.

### **Implementation**

The Executive Director shall be responsible for developing and administering appropriate procedures to implement this policy.

### **Communication**

A copy of this policy is to be given, or mailed, to all current employees, and to new employees at the time of their employment, and is to be posted in appropriate locations throughout the organization.