

(School District or ISD)  
**SUBSTANCE ABUSE AND ASSISTANCE PROGRAM (EAP) - STAFF**  
(Policy/Guidelines – SAMPLE)

The Board of Education recognizes alcoholism and drug abuse as treatable illnesses. When such illnesses impair the performance of professional staff members, the Board recognizes a responsibility to assist in a manner recommended by appropriate specialists in the treatment of those illnesses.

A professional staff member having an illness or other problem relating to the use of alcohol or other drugs will receive the same careful consideration and offer of assistance that is presently extended to professional staff members having any other illness.

The responsibility to correct unsatisfactory job performance or behavior resulting from a suspected health problem rests with the professional staff member. Failure to do so will result in appropriate corrective or disciplinary action as determined by the Board.

No professional staff member will have his/her job security or promotion opportunities jeopardized by his/her request for counseling or referral assistance.

Professional staff members who suspect they may have alcoholism or other drug abuse problems are encouraged to seek counseling and information on a confidential basis by contacting resources available for such service.

### **Substance Abuse**

Any professional staff member whose physical characteristics, appearance, behavior, or breath odor suggests to a supervisor that she/he may be under the influence of alcohol shall be requested to take a breathalyzer test at the local police station. The professional staff member shall be taken to the station by a supervisor.

Should the professional staff member refuse to take such a test or should the results of the test be positive, she/he shall be disciplined for conduct unbecoming a professional staff member by the Superintendent who shall recommend to the Board of Education the imposition, if any, of further penalties.

Should a supervisor determine from the physical aspects, appearance, or behavior of a professional staff member that she/he might be under the influence of other drugs, said professional staff member shall be immediately taken to a local health facility for further diagnosis. Should the professional staff member refuse or be found to be under the influence of drugs, she/he shall be disciplined by the Superintendent for conduct unbecoming a professional staff member and his/her case immediately referred to the Board for disposition.

### **Employee Assistance Program (EAP)**

The Board of Education believes that early recognition and treatment of illegal drug use, controlled substance abuse, or alcohol abuse is important for successful rehabilitation, return to productive work, and reduced personal, family, and social disruption.

The District encourages the earliest possible diagnosis and treatment for illegal drug use or controlled substance abuse and supports sound treatment efforts. Whenever feasible, the District will assist staff members in overcoming illegal drug use or controlled substance abuse. However,

the decision to seek diagnosis and accept treatment for illegal drug use or controlled substance abuse is primarily the individual staff member's responsibility. Any costs associated with treatment in excess of those costs covered by the staff member's medical insurance plan shall be borne by the individual.

Staff members with personal drug or controlled substance abuse problems should request assistance from the Superintendent. Assistance will be provided on a confidential basis, and each staff member will be referred to the appropriate treatment and counseling services.

Although the District will assist a staff member to the extent feasible through the Employee Assistance Program, the Board cannot guarantee that the staff member's use of illegal drugs or abuse of alcohol or controlled substances will not impact adversely the staff member's employment status through disciplinary procedures.