

CHAPTER 6.00 – HUMAN RESOURCES

ALCOHOL AND DRUG-FREE WORKPLACE

6.33

- I. The School Board of Santa Rosa County strictly prohibits its employees from being on duty and possessing, using, distributing, or being under the influence of alcohol, marijuana, or any drug not prescribed for the employee. Further, the Board prohibits its employees from misusing alcohol or possessing, using, or distributing drugs off the job, to the extent that any off-duty possession, use, or distribution impacts upon their effectiveness and ability to perform their employment duties or adversely affects the interests of the Board.
- II. The appropriate use of legally prescribed drugs and nonprescription medication is not prohibited. However, it is the employee's responsibility to inform the physician of the employee's job duties and to ask the prescribing physician to determine whether or not the prescribed drug may impair the employee's job performance. It is the employee's responsibility to remove himself/herself from service if unfit for duty.
- III. An employee in a safety sensitive position must obtain a written release from the prescribing physician if he/she has prescribed any substance that carries a warning label indicating that mental functioning, motor skills or judgment may be adversely affected. The release must state that the employee is able to perform safety sensitive functions.
- IV. The penalty for violation of the School Board of Santa Rosa County's Substance Abuse Policy may include termination of employment or some other form of discipline which the School Board, in its discretion, deems appropriate, and loss of workers' compensation benefits.
- V. Drug and/or alcohol testing will be conducted for employees under the following circumstances:
 - A. An employee may be subject to drug testing based on a reasonable belief that he/she is using or has used drugs in violation of the Drug-free Workplace policy.
 - B. An employee may be subject to follow up testing at the recommendation of a substance abuse professional or medical review officer.
 - C. An employee shall be subject to a drug screen immediately following a work related accident or injury.
 - D. An employee who is subject to the requirements of the Omnibus Transportation Employees Testing Act (OTETA) shall be subject to

CHAPTER 6.00 – HUMAN RESOURCES

random drug testing, post accident drug testing and return to duty testing as required by federal law.

- VI. The Board maintains an Alcohol and Drug Free Workplace in compliance with applicable laws and rules; related procedures are listed in the Human Resource Procedures Manual.

STATUTORY AUTHORITY: 1001.41, 1012.22, 1012.23, 1012.27, F.S.

LAW(S) IMPLEMENTED: 440.102, 1001.41, 1001.43, 1012.795, F.S
DRUG FREE WORKPLACE ACT OF 1988,
34 CFR PART 85, SUBPART F

HISTORY: ADOPTED: 07/01/2002
REVISION DATE(S): 04/26/04; 05/21/2009
FORMERLY: 2.45, 2.49