

PROCEDURE IF HARMFUL CHEMICAL USE IS SUSPECTED

1. A supervisor will complete a "Record of Behavioral Data" when behavior that may indicate misuse of alcohol or drugs is observed. The supervisor will not attempt to make allegations or diagnose behavior beyond observed and reported behavior.
2. If accumulated information appears to indicate a high probability that the employee's job performance is endangered, the supervisor will either conduct an interview with the employee or turn the information over to the Superintendent who will conduct the interview. At the interview, the employee will be asked to comment on his/her use of alcohol or drugs.
3. A formal chemical dependency diagnostic interview (and treatment, if the report of the diagnostician indicates a need for treatment) may be made a condition of continued employment if the employee's job performance is adversely affected. Violators of the district's Drug-Free Workplace policy may be subject to the disciplinary consequences contained therein.
4. The school will make every effort to provide supportive assistance to those employees who return after completing a therapeutic regime.

End of Jamestown Public School District Administrative Regulation DEAA-AR