

**Diocesan Board of Education
Diocese of Belleville**

Policy 4116.4

PERSONNEL

Responsibilities, Duties, Code of Ethics - Drug-Free Workplace

The elementary and secondary schools in the Diocese of Belleville are drug-free workplaces. The use of controlled substances and the abuse of alcohol or prescription drugs are inconsistent with the behavior expected of school personnel and undermine the school's ability to operate effectively. The unlawful manufacture, distribution, dispensation, possession, sale, or use of a controlled substance is strictly prohibited.


Use of alcohol in the workplace or while engaged in school activities with students present is prohibited, and reporting to work under the influence of or after having used or consumed alcohol or any controlled substance, is prohibited. A person will be considered "under the influence" and in violation of this policy if he or she tests positive for the presence of alcohol or any controlled substance. Employees must submit to any request by their immediate supervisor to be tested and must cooperate in the testing process. Failure to comply with any request for a test or fully cooperate in the testing process will be grounds for dismissal.

This policy does not prohibit the responsible use of alcohol in connection with a special parish or school function; e.g., parish/school picnic, holiday event, or fund-raiser. This policy also does not prohibit an employee from taking prescribed medication which is a controlled substance provided the employee advises in advance his/her supervisor of the fact that he or she is taking prescribed medication and any side effects so the school may consider whether to make any reasonable accommodation of his/her job duties.

An employee's decision to seek treatment for drug or alcohol problems in advance of any incidents which would result in testing or disciplinary action will not be used as a basis for disciplinary action or used against an employee in disciplinary proceedings. This does not prohibit discipline for an employee for conduct which otherwise is in violation of school policy regardless of whether alcohol or controlled substance use may have contributed to the conduct in question, or discipline resulting from a test which is taken or requested, or conduct occurring, prior to the time treatment is sought.

Violation of this policy may result in discipline up to and including discharge.

Adopted: June 27, 2000
Revised: May 18, 2011

A handwritten signature in black ink that reads "Edward K. Braxton". The signature is written in a cursive style with a cross at the beginning.

The Most Reverend Edward K. Braxton
Bishop of Belleville