

## **Lewis Center for Educational Research**

**BP 4020: PERSONNEL  
DRUG & ALCOHOL FREE WORK PLACE**

**Adopted: June 5, 2003**

**Revised: October 17, 2022**

The Lewis Center for Educational Research (“LCER”) Board of Directors (“Board”) believes that the maintenance of drug- and alcohol-free workplace is essential to staff and student safety and to help ensure a productive and safe learning environment.

An employee shall not unlawfully manufacture, distribute, dispense, possess, or use any controlled substance in the workplace. Employees prohibited from being under the influence of alcohol or controlled substance while on duty. For purposes of this policy, on duty means instructional and non-instructional time in the classroom or workplace. These prohibitions apply before, during and after school hours. A LCER workplace is any place where LCER work is performed, any school-owned or school-approved vehicle used to transport students to and from school or school activities; any off-school sites when accommodating a school-sponsored or school-approved activity or function where students are under LCER jurisdiction; or during any period of time when an employee is supervising students on behalf of the LCER or otherwise engaged in LCER business. Under the influence mean that the employee’s capabilities are adversely or negatively affected, impaired, or diminished to an extent that impacts the employee’s ability to safely and effectively perform his/her job.

The LCER Chief Executive Officer (“CEO”) or designee shall notify employees LCER’s prohibition against drug use and the actions that will be taken for violations of such prohibition.

An employee shall abide by the terms of this policy and notify LCER, within five days, of any conviction for violation in the workplace of any criminal drug statute.

The CEO or designee shall notify the appropriate federal granting or contracting agencies within 10 days after receiving notification, from an employee or otherwise, of any conviction for a violation occurring in the workplace.

The CEO or designee shall take appropriate disciplinary action, up to and including termination, against employee for violating the terms of this policy and/or shall require the employee to satisfactorily participate in and complete a drug assistance or rehabilitation program approved by a federal, state or local health, law enforcement or other appropriate agency.

The CEO or designee shall establish a drug- and alcohol-free awareness program to inform employees about:

1. The dangers of drug and alcohol abuse in the workplace
2. LCER policy of maintaining a drug- and alcohol-free workplace
3. Available drug and alcohol counseling, rehabilitation, and employee assistance programs
4. The penalties that may be imposed on employees for drug and alcohol abuse violations in the workplace