

# ALLENTOWN SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES  
 TITLE: DRUG-FREE  
 AWARENESS/SUBSTANCE  
 ABUSE  
 ADOPTED: 12/21/89  
 REVISED: 7/29/99

<p>1. Purpose</p> <p>2. Authority</p>	<p style="text-align: center;">551.1. DRUG-FREE AWARENESS/SUBSTANCE ABUSE</p> <p>The district is committed to providing a drug-free, healthful, safe, and efficient educational environment. The district believes that alcohol and drug abuse are inconsistent with these goals. Accordingly, the following Drug-Free Awareness and Substance Abuse Policy is a supplement to the existing Drug-Free Workplace Policy Statement (Policy 551) and personnel policies, practices and procedures.</p> <p>The district considers that alcohol or drug abuse is an illness requiring medical treatment. It will therefore:</p> <ul style="list-style-type: none"> <li>A. Encourage affected individuals to seek medical help voluntarily at an early stage;</li> <li>B. Assist supervisors in dealing with associated problems related to work performance;</li> <li>C. Discourage supervisors from "covering up" for the affected individual.</li> </ul> <p>1. <u>Medical Treatment</u></p> <p>Medical treatment may be obtained by:</p> <ul style="list-style-type: none"> <li>a. <u>Voluntary referral</u> -- an employee who feels that s/he may have an alcohol or other drug problem is encouraged to seek the advice and help of her/his private physician, or any other agency with special interest in this field. When the help of the district is sought on a voluntary basis, the case will be handled in confidence, as in any other kind of illness.</li> <li>b. <u>Mandatory referral</u> -- an employee may be referred by the district for medical help because of reasonable evidence of deteriorating job performance or excessive absenteeism or misconduct associated with abuse of alcohol or drugs.</li> </ul>
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<p>3. Education Efforts</p>	<p>2. <u>Failure to Respond to Treatment</u></p> <p>Failure to follow prescribed medical treatment or to improve work performance to an acceptable level will be justification for termination of employment on the same basis as any other employee whose work performance is unsatisfactory.</p> <p>3. <u>Eligibility for Benefits</u></p> <p>Dependent upon the existing collective bargaining agreements and personnel policies, practices and procedures, medical coverage for alcohol and substance abuse rehabilitation is generally provided as follows:</p> <p>a. <u>Inpatient</u>: Hospitalization for mental or nervous disorders, drug addiction, or alcoholism will be limited to thirty (30) of the eligible participant's total eligible days during any twelve (12) consecutive month period.</p> <p>b. <u>Outpatient</u>: Available under major medical.</p> <p>4. <u>Effect on School District Rules</u></p> <p>It is emphasized that recognizing alcoholism or drug abuse as an illness does not excuse on the job impairment, or possession of alcohol or drugs on district property. The district's policies regarding this conduct are outlined in the Drug and Alcohol Related Infractions section of this policy.</p> <p>Pamphlets addressing drug/alcohol abuse are available to all employees of the district at the Counseling Program Office at 1728 Jonathan Street, Allentown, PA 18104, or from the school nurse at each facility.</p> <p>Videotape programs are periodically offered by the district at each location emphasizing the dangers of drug and alcohol abuse.</p> <p>A copy of the district's Drug-Free Workplace Policy Statement and this program statement are given to every new employee upon hire. Copies of each have been provided to all current employees.</p> <p>Counseling program phone numbers are posted on all bulletin boards at each of the district's buildings.</p>
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<p>4. Service Available</p>	<p>The Counseling Program is an outside agency, which was selected to ensure privacy, because of their extensive expertise in this field, and the adaptability of their program to the district's needs. The Counseling Program functions as the district's Employee Assistance Program and is an information and referral center for individuals who seek professional help in solving personal problems. All inquiries and subsequent counseling sessions are completely <u>CONFIDENTIAL</u>.</p> <p><u>HOW DOES THE COUNSELING PROGRAM WORK?</u></p> <p>All eligible employees and their dependents initiate service by calling the Counseling Program's Allentown, PA office at (610) 433-8550.</p> <p>A list of additional community resources for assisting individuals in dealing with alcoholism and substance abuse is included with this policy.</p>
<p>5. Drug and Alcohol Related Infractions</p>	<p><u>Impairment Prohibited</u> - No employee shall report for work or shall work impaired by any unlawful controlled substance or alcohol. Lawful medications are permissible so long as they do not impair the employee's ability to perform her/his regular or other assigned duties safely and efficiently. "Impaired" means under the influence of a substance such that the employee's motor senses (i.e., sight, hearing, balance, reaction, reflex) or judgment either are or may be reasonably presumed to be affected. Any violation of this policy may provide just cause for discipline, up to and including discharge in accordance with the applicable collective bargaining agreements.</p> <p><u>Possession Prohibited</u> - No employee at any work site will possess any quantity of any unlawful controlled substance or alcohol. Lawful medications are permissible so long as they do not impair the employee's ability to perform her/his regular or other assigned duties safely and efficiently. "Work site" means any office, building or property (including parking lots) owned or operated by the employer, or any other site at which an employee is to perform work for the employer. "Possess" means to have either in or on an employee's person, personal effects, motor vehicle, tools, and areas substantially entrusted to the control of the employee, such as desks, files, and lockers. Lawful medications include only over-the-counter drugs in reasonable amounts and prescription drugs in prescribed dosages. Any violation of this policy may provide just cause for discipline, up to and including discharge in accordance with applicable collective bargaining agreement.</p>

6. Administration	<p><u>Substance Screening</u> - For the purpose of assuring compliance with the above, employees may be subject to substance screening under the circumstances described below:</p> <ol style="list-style-type: none"><li>1. <u>Suspect Impairment.</u> When there is reasonable evidence to suspect any employee has reported to work or is working impaired, s/he may be required to be referred to the employee assistance program The Counseling Program. A release acknowledging verification of participation will be required.</li><li>2. <u>Post-Accident.</u> Any employee involved in a job-related accident involving the apparent violation of a safety rule or standard, which did or could have resulted in serious injury or property damage, may be subject to a controlled substance and/or alcohol screening. Refusal to submit to such screening shall be considered an act of insubordination, with attendant disciplinary and employment consequences.</li><li>3. Any employee may request a controlled substance and/or alcohol screening at either time.</li></ol> <p><u>Privacy</u> - The district shall treat any substance screening information obtained from employees in confidence as required by law.</p> <p><u>Handicap</u> - This policy shall be administered so as not to interfere with the rights of handicapped applicants and employees, except to the extent any substance abuse would directly interfere with job performance.</p> <p>The district reserves the right to change this policy or make appropriate revisions, additions, amendments or corrections provided such change, revision, addition, amendment or correction is not inconsistent with any bargaining obligation the district might have with the collective bargaining representatives. The district shall notify employees in the event there is a modification of the policy.</p> <p style="text-align: center;"><u>Community Resources</u></p> <p><u>Administration</u></p> <p style="text-align: center;">Lehigh County Office of Mental Health/Mental Retardation/Drug and Alcohol Lehigh County Government Center 17 South Seventh Street Allentown, PA 18101-2400 610-782-3555</p>
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Prevention

Center for Humanistic Change, Inc.  
7574 Bethlehem-Bath Pike  
Bath, PA 18014  
610-837-1366

Council on Alcohol and Drug Abuse (CADA)  
126 North Ninth Street  
Allentown, PA 18102  
610-437-0801

Valley Youth House  
827-829 Linden Street  
Allentown, PA 18101  
610-820-0166

The Weller Center for Health Education  
2009 Lehigh Street  
Easton, PA 18042  
610-258-8500

Intervention

Allentown Health Bureau  
245 North Sixth Street  
Allentown, PA 18102  
610-437-7660

Lehigh County Drug and Alcohol Intake Unit  
139 North Eighth Street  
Allentown, PA 18101  
610-432-2228

Treatment Accountability for  
Safer Communities (TASC)  
536 Court Street  
Allentown, PA 18101  
610-432-6760

Valley Youth House  
827-829 Linden Street  
Allentown, PA 18101  
610-820-0166

Treatment Outpatient

Confront  
1130 Walnut Street  
Allentown, PA 18102  
610-433-0148

Council on Alcohol and Drug Abuse (CADA)  
126 North Ninth Street  
Allentown, PA 18102  
610-437-0801

Florence Child Guidance Center  
1812 Allen Street  
Allentown, PA 18104  
610-432-2692

Intensive Outpatient Treatment  
Alternative (IOTA)  
1107 Eaton Avenue  
Bethlehem, PA 18018  
610-954-3650

New Directions Treatment Services  
1810 Steelstone Road, Suite 101-103  
Allentown, PA 18103  
610-264-5900

White Deer Run of Allentown  
1132 Hamilton Street, Suite 300  
Allentown, PA 18101  
610-439-4140

Treatment Inpatient

Allentown Rescue Mission  
355 Hamilton Street, P.O. Box 748  
Allentown, PA 18105  
610-740-5500

Blue Mountain House of Hope  
8284 Leaser Road, P.O. Box 67  
Kempton, PA 19529  
610-756-6932

Family House  
112 North Ninth Street  
Allentown, PA 18102  
610-433-4326

Keenan House  
18-22 South Sixth Street, P.O. Box 685  
Allentown, PA 18105-0685  
610-439-8479

St. Luke's Addiction Treatment Services  
Halfway Home  
117-121 North Eighth Street  
Allentown, PA 18101  
610-439-0218