

**DRUG-FREE WORKPLACE
ADMINISTRATIVE PROCEDURE**

Employee Counseling and Treatment Procedures

A. Self Reported Alcohol and/or Drug Problems

If an individual employee voluntarily seeks help, the primary role of the administrator who receives the request is to direct the person to the appropriate resource help. Steps in this helping process shall include the following:

1. The individual employee shall be referred directly to a mutually agreed upon substance abuse counselor. The individual (and where possible other members of the family) may meet with the substance abuse counselor (list of approved substance abuse counselors and treatment centers to be developed) to determine the nature and severity of the substance abuse and related problems. This assessment meeting should result in an initial treatment plan agreed to by all parties who are involved. The assessment and initial treatment planning process may include other Ellsworth School Department (ESD) personnel who will be part of the individual's treatment program.
2. Treatment may involve one or more of the following services:
 - a. Support groups (AA, Alanon, ACOA, NA, CA);
 - b. Individual and/or family counseling;
 - c. Outpatient treatment; and/or
 - d. Residential treatment.
3. Where necessary the ESD will develop a relationship with outside agencies that can provide such referrals and will facilitate the contact and arrangement of services between the individual and the service agency.
4. Expenses incurred for treatment may be provided by health insurance.

B. Suspected or Confirmed Substance Use and/or Abuse

1. In a situation whereby substance use and/or abuse by an individual is reported to the ESD, but there has been no breach of ESD policy, administrators will refer the individual to an outside agency/School Nurse.
2. If the situation involves a violation of ESD policy, administrators shall attempt to find out as many facts as possible to verify the nature and severity of the problems and/or violation. Verification of substance abuse and/or abuse shall lead to the following steps:
 - a. The employee shall receive written notice to appear before the Superintendent with the reasons for the meeting outlined in the letter. The employee has a right to representation and/or legal counsel.
 - b. If it is determined that the employee's substance use and/or abuse place children's safety and/or educational welfare in jeopardy, the employee will be disciplined up to and including dismissal. Depending on employee classification, the Ellsworth School Committee may participate in the review.

Adopted: **February 1995**

Revised: **November 7, 2006** (formatting, grammar only)