

The possession, use, sale or distribution, or being under the influence of controlled substances and/or alcohol by service center employees on, in, or while utilizing service center property or at any service center sponsored activities, programs, or events is prohibited.

Employee Conduct

As a condition of continued employment in the service center, all employees shall abide by the terms of this policy. Employees shall not manufacture, distribute, dispense, possess, use, and/or be under the influence of illicit drugs, controlled substances, and/or alcoholic beverages on, in, or while utilizing service center property or at any service center sponsored activities, programs, or events.

Possession, use, and/or being under the influence of a controlled substance by an employee for the purposes of this policy shall only be permitted if such substance was:

1. Obtained directly from, or pursuant to a valid prescription or order, issued to such employee from a person licensed by the state to dispense, prescribe, or administer controlled substances; and
2. Used, if at all, in accordance with label direction.

Compliance with the terms of this policy is mandatory. Employees who are found violating the terms of this policy will be reported to the appropriate law enforcement officers. Additionally, an employee who violates the terms of this policy will be subject to any of the following sanctions:

1. Short term suspension with pay;
2. Short term suspension without pay;
3. Long term suspension without pay;
4. Required participation in a drug and alcohol education, treatment, counseling, or rehabilitation program.
5. Termination or dismissal from employment.

Prior to applying sanctions under this policy, employees will be afforded due process rights to which they are entitled under their contracts or the provisions of Kansas law. Nothing in this policy is intended to diminish the right of the service center to take any other disciplinary action which is provided for in service center policies. This policy is not intended to change any right, duty or responsibilities in the current contractual agreement.

If it is agreed that an employee shall enter into and complete a drug education or rehabilitation program, the cost of such program will be borne by the employee. Drug and alcohol counseling and rehabilitation programs are available for employees of the service center. A list of available programs along with names and addresses of contact persons for the program is on file with the business office.

Employees are responsible for contacting the directors of the programs to determine the cost and length of the program and for enrolling in the programs.

A copy of this policy shall be provided to all employees.

Approved: SCKESC Board of Directors – 3/2010, 10/2014