



PRSD recognizes the importance of maintaining work sites free of alcohol and other drugs to enhance the safety and well-being of employees and students at all PRSD work sites and at all PRSD approved activities.

The manufacturing, distribution, dispensation, possession or use of a controlled substance, including alcohol and cannabis (marijuana), is prohibited during scheduled work hours, during the supervision of students during approved off-site activities and field trips, and when on PRSD school property.

Upon formal request by the employee to the Superintendent/CEO and Human Resources Manager, exceptions may be made if the substance is a requirement of a medical intervention and is being taken according to prescription directions. Such requests will require full disclosure of medical documentation and will only be allowed when documentation is provided to the Superintendent/CEO.

If an employee comes to a work site while under the influence of alcohol, cannabis (marijuana) and/or any other controlled substance, the employee will be directed to remain at the work site under the supervision of the work site supervisor and the employee will be required to arrange for someone to come to the work site to pick up the employee and to take the employee to his/her residence. If there is no family/friend to come to pick up the employee, local law enforcement will be contacted to pick up the employee.

Violation of this procedure will be investigated and subject to appropriate disciplinary action as per AP #310 Progressive Discipline.