

STAFF PERSONNEL

Series 500

Policy Title . . . DRUG AND ALCOHOL USE

Code No. 522.1

Suspected use of alcohol or drugs (either prescribed or self-imposed) which adversely affect the performance of the employee in his or her assigned position shall be addressed by the supervising administrator.

Date of Approval:

October 13, 1980

Amended:

December 12, 1988

December 14, 1992

Reviewed:

July 14, 2008

Legal Reference: Code of WI

Chapter 120

ADMINISTRATIVE REGULATIONS
DRUG AND ALCOHOL USE

Code No. R-522.1

1. The immediate supervisor will approach the employee in the strictest confidence and suggest that their performance has not been up to par and request they see their physician as provided in 523.1 or appropriate supportive personnel.
2. Inform the employee that if the situation is not corrected within a designated period of time he or she may be placed on sick leave until the performance is improved and a physician confirms physical fitness to return to employment.
3. If the situation is not resolved the immediate supervisor shall recommend to the Superintendent appropriate progressive discipline.

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