

**Cincinnati CITY SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES**

Procedure Name Substance Abuse	
Procedure No. 4170-00-01	Eff. Date: 12/7/2009
Implements Board Policy (ies) <u>4170-Substance Abuse</u>	Last Reviewed: <u>12/7/2009</u>

1. Background

Describe relevant background to the implementation of the policy.
The Board of Education recognizes alcoholism and drug abuse as treatable illnesses. Such illnesses may impair the performance of professional employees. When appropriate, the Board may assist such employees in a manner recommended by appropriate specialists in the treatment of those illnesses.

2. Responsibilities

Title: Paul McDole, Director of Human Resources	
Address: 2651 Burnet Ave., Cincinnati, OH 45219	
Phone: 513-363-0149	Cell phone: 513-207-1945
Describe responsibilities:	

3. Action Steps

Describe the action steps relevant to the implementation of the policy.

- meet with employee and union representative
- determine action/next steps

4. Equity Considerations

Describe any equity considerations relevant to the implementation of this policy.

5. Additional Information

Describe any additional information relevant to the implementation of the policy.