

**Cincinnati CITY SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES**

Procedure Name Work Environment	
Procedure No. 3122.01-00-01	Eff. Date: 12/7/2009
Implements Board Policy (ies) <u>3122.01-Alcohol Drug Free Work Environment</u>	Last Reviewed: <u>12/7/2009</u>

1. Background

Describe relevant background to the implementation of the policy.

CPS is committed to working environments free of chemical/alcohol abuse or dependency by employees.

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:

Any District employee found possessing, using or under the influence of a controlled substance or alcohol in a school building, on school grounds, or at any official job related activity shall be disciplined appropriately, up to and including termination of employment

3. Action Steps

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

-Schedule discipline hearing with appropriate personnel.

4. Equity Considerations

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

5. Related Documents / Forms

Document Title	Description	Last Reviewed
1. Drug/Alcohol Form	Signed during employment	6/1/2017
2.		
3.		

6. Additional Information

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

Form signed during employment process.