



# Pacifica School District

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*Preparing Students for an Evolving World*

[www.pacificasd.org](http://www.pacificasd.org)

## MEMORANDUM

*Integrated Services and Human Resources*

Meeting of

06/07/17

**TO:** Wendy S. Tukloff, Ed.D., Superintendent  
For Board of Trustees

**FROM:** Ray Avila, Associate Superintendent

**SUBJECT:** Administrative Regulation (AR) 4020: Drug and Alcohol Free Workplace  
(First Reading/Discussion)

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### Background

Districts have requested that San Mateo County Counsel provide recommended procedures for dealing with employees who report for duty while impaired by the use of alcohol and other drugs (both legal and illegal). PSD currently has Board Policy and a related Exhibit (4020) that focuses on a Drug and Alcohol-Free Workplace, but does not currently have an Administrative Regulation that would provide guidance to school site employees about specific appropriate responses when an employee arrives at the workplace in a state of impairment.

County Counsel has provided sample language for an administrative regulation (AR) that provides the District the authority to request employees showing specified signs of impairment to consent to a Substance Abuse Screening, and that the employee will be placed on paid administrative leave until test results are returned. The AR also provides language that employees will be encouraged to voluntarily seek a leave of absence in order to enter a rehabilitation program.

It is recommended that the Board of Education Trustees adopt Administration Regulation (AR) 4020: Drug and Alcohol Free Workplace as presented. Board Policy and Exhibit 4020: Drug and Alcohol Free Workplace have been attached for reference.

Should the Trustees approve AR 4020 supervisory personnel will be provided with a process for evaluating whether an employee may be under the influence, and more importantly documenting the specific observational bases for having reached that conclusion as written in the administrative regulation. Please see attached Observation Checklist that will be part of the process.