

DRUG FREE WORKPLACE

I. Prohibition of Drugs and Other Substances.

The Board of Cooperative Educational Services is committed to the prevention of alcohol, tobacco, or other substance use and abuse. Of particular concern to the Board is the use and abuse of alcohol, tobacco, or other substances in the BOCES workplaces.

The Board therefore establishes that at all sites, facilities, and properties owned by or under the control of the Board, and at all activities and programs operated or sponsored by the Board, it shall be strictly prohibited to use, manufacture, possess, possess with the intent to sell, dispense, sell, or distribute alcohol and other substances, and to use or possess drug paraphernalia. The possession and appropriate exclusive personal use of over-the-counter drugs or drugs that have been prescribed by and that are being used under the supervision of a physician are exempted from this prohibition. Also exempted is the mere possession of otherwise legal tobacco products.

II. Drugs and Substances Prohibited.

The term "alcohol or other substances" shall be construed hereunder to refer to, but not be limited to, alcohol, including beer and wine, tobacco in any form, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alikes, any substances referred to commonly as "designer drugs," and any other drug that is illegal under state or federal law. The inappropriate use of prescription and over-the-counter drugs is likewise prohibited.

III. Employee Obligation to Report Conviction.

Any employee of the BOCES who is convicted for violating a criminal drug statute shall notify the District Superintendent no later than five (5) days after such conviction.

IV. BOCES Action If Policy Violation Found.

The BOCES shall, within thirty (30) days of receiving the notice required in Sec. III above, take appropriate action against the offending employee. Any violation of this policy by a BOCES employee may result in disciplinary action, up to and including dismissal. The BOCES may, in the alternative, require an employee found in violation of this policy to complete satisfactorily a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency. Violations due to smoking or the use of tobacco products shall be addressed as provided by the "Prohibition of Smoking and Other Tobacco Use on Questar III Property" and "Questar III Rensselaer County Smoking and Tobacco Use Enforcement" Policies.

ADOPTED 3/11/04