

General Policy Statement

Employees are C.E.S.' most valuable resource and for that reason, their health and safety is of paramount concern. Whenever possible, C.E.S. will assist employees in overcoming drug, alcohol and other problems which may adversely affect employee job performance.

Therefore, in accordance with the Drug Free Workplace Act of 1988, the Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations (49 CFR Part 655), and the Drug Free School and Communities Act, the illegal manufacture, use, sale, or possession of narcotics, drugs or controlled substances is strictly prohibited on school property and at all school-sponsored activities. Further, any use of marijuana or alcohol, which would impair an employee's performance during school hours is prohibited.

The legal use of controlled substances prescribed by a licensed physician is not prohibited, but employees in selected positions are required to make such use known to an appropriate C.E.S. representative.

An employee in violation of this policy, including the possession, use, distribution of any drug or alcohol or drug paraphernalia, and/or being under the influence of drugs, alcohol, or marijuana is subject to disciplinary action up to and including termination.

The Executive Director is authorized to require an employee to submit to drug testing in certain specific circumstances. All covered Transportation employees are required to submit to drug and alcohol tests as a condition of employment in accordance with federal regulations (49 CFR Part 655). Additionally, employees working to cover a contract which services Federal Transportation Administration (FTA) sanctioned regulations are required to comply with FTA rules and regulations. Also, in accordance with The Drug-Free Workplace Act of 1988, certain drug-related offences must be reported to the FTA.

Since drug and alcohol use and abuse may be indicative of a serious underlying condition, the Council shall make every effort to offer an employee help and assistance that could include early identification of substance abuse problems, referral for treatment, and aftercare.

All Cooperative Educational Services employees are subject to the provisions of the Drug-Free Workplace Act of 1988. This policy will be distributed to all employees of C.E.S. Every employee will be required to acknowledge his or her receipt of the policy in writing. A copy of that acknowledgement shall be maintained electronically in human resources.

ADOPTED: March 21, 1991

REVISED: October 22, 1992

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