

1 Drug-Free Workplace

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3 All District workplaces are drug- and alcohol-free. All employees are prohibited from:

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5 Unlawfully manufacturing, dispensing, distributing, possessing, using, or being under the  
6 influence of a controlled substance while on District premises or while performing work for the  
7 District, including employees possessing a “medical marijuana” card.

- 8 • Distributing, consuming, using, possessing, or being under the influence of alcohol while  
9 on District premises or while performing work for the District.

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11 For purposes of this policy, a controlled substance is one that is:

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13 • Not legally obtainable;  
14 • Being used in a manner other than as prescribed;  
15 • Legally obtainable but has not been legally obtained; or  
16 • Referenced in federal or state controlled-substance acts.

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18 As a condition of employment, each employee will:

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20 • Abide by the terms of the District policy respecting a drug- and alcohol-free workplace;  
21 and  
22 • Notify his or her supervisor of his or her conviction under any criminal drug statute, for a  
23 violation occurring on District premises or while performing work for the District, no  
24 later than five (5) days after such conviction.

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26 In order to make employees aware of dangers of drug and alcohol abuse, the District will  
27 endeavor to:

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29 • Provide each employee with a copy of the District drug- and alcohol-free workplace  
30 policy;  
31 • Post notice of the District drug- and alcohol-free workplace policy in a place where other  
32 information for employees is posted;  
33 • Enlist the aid of community and state agencies with drug and alcohol informational and  
34 rehabilitation programs, to provide information to District employees; and  
35 • Inform employees of available drug and alcohol counseling, rehabilitation, reentry, and  
36 any employee-assistance programs.

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38 District Action Upon Violation of Policy

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40 An employee who violates this policy may be subject to disciplinary action, including  
41 termination. Alternatively, the Board may require an employee to successfully complete an  
42 appropriate drug- or alcohol-abuse, employee-assistance rehabilitation program.

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44 The Board will take disciplinary action with respect to an employee convicted of a drug offense

1 in the workplace, within thirty (30) days of receiving notice of a conviction.  
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3 Should District employees be engaged in the performance of work under a federal contract or  
4 grant, or under a state contract or grant, the Superintendent will notify the appropriate state or  
5 federal agency from which the District receives contract or grant moneys of an employee's  
6 conviction, within ten (10) days after receiving notice of the conviction.  
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9 Legal Reference: 41 USC 702, 703, 706 Drug Free Workplace Requirements  
10 For Federal Grant Recipients  
11 § 50-46-205(2)(b), MCA Limitations of Medical Marijuana Act  
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13 Policy History:

14 Adopted on: February 2007  
15 Revised on: April 15, 2008  
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17 *Note: Revision includes reference to “medical marijuana card” (line 7-page 1), the legal*  
18 *reference to the Medical marijuana Act, and the elimination of the \$5,000 limitation on notice*  
19 *about convictions.*