

1 **Great Falls Public Schools**

2
3 **PERSONNEL**

5227

4
5 Drug and Alcohol-Free Workplace

6 All District workplaces are drug- and alcohol-free workplaces. All employees including those
7 possessing a “medical marijuana” card, are prohibited from:

- 8 • Unlawful manufacture, dispensing, distribution, possession, use, or being under the
9 influence of a controlled substance while on District premises or while performing work
10 for the District.
- 11 • Distribution, consumption, use, possession, or being under the influence of alcohol while
12 on District premises or while performing work for the District.

13 For purposes of this policy, a controlled substance is one which is:

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

18 As a condition of employment, each employee shall:

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

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

- 25 • Provide each employee with a copy of the District Drug- and Alcohol-Free Workplace
26 policy;
- 27 • Post notice of the District Drug- and Alcohol-Free Workplace policy in a place where other
28 information for employees is posted;
- 29 • Enlist the aid of community and state agencies with drug and alcohol informational and
30 rehabilitation programs to provide information to District employees; and
- 31 • Inform employees of available drug and alcohol counseling, rehabilitation, re- entry, and
32 any employee assistance programs.

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1 District Action Upon Violation of Policy

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

5 The Board shall take disciplinary action with respect to an employee convicted of a drug offense
6 in the workplace, within thirty (30) days after receiving notice of the conviction. An employee
7 who fails to report within thirty (30) days a conviction of a drug offense will be subject to
8 immediate termination.

9 Should District employees be engaged in the performance of work under a federal contract or
10 grant, or under a state contract or grant, the Superintendent shall notify the appropriate state or
11 federal agency from which the District receives contract or grant moneys of the employee's
12 conviction, within ten (10) days after receiving notice of the conviction.

13 Cross Reference:

14 Policy 5228 Drug and Alcohol Testing for District School Bus Drivers

15 Policy 5228P Drug and Alcohol Testing for District School Bus Drivers

16 Policy 3340 Student Chemical Use

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18 Legal Reference:

19 41 U.S.C. §§ 702,703,706 Drug-free workplace requirements for Federal grant recipients

20 Johnson v. Columbia Falls Aluminum Company LLC, 2009 MT 108N.

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22 Policy History:

23 Adopted on: July 1, 2000

24 Revised on: May 14, 2018

25 Reviewed on: March 26, 2019