

1 **Potomac Elementary**

2
3 **PERSONNEL**

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4
5 Drug-Free Workplace

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

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9 • Unlawfully manufacturing, dispensing, distributing, possessing, using, or being under the
10 influence of a controlled substance while on District premises or while performing work
11 for the District, including employees possessing a “medical marijuana” card.
12 • Distributing, consuming, using, possessing, or being under the influence of alcohol while
13 on District premises or while performing work for the District.
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15 For purposes of this policy, a controlled substance is one that is:

- 16
17 • Not legally obtainable;
18 • Being used in a manner other than as prescribed;
19 • Legally obtainable but has not been legally obtained; or
20 • Referenced in federal or state controlled-substance acts.
21

22 As a condition of employment, each employee will:

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24 • Abide by the terms of the District policy respecting a drug- and alcohol-free workplace;
25 and
26 • Notify his or her supervisor of his or her conviction under any criminal drug statute, for a
27 violation occurring on District premises or while performing work for the District, no
28 later than five (5) days after such conviction.
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30 In order to make employees aware of dangers of drug and alcohol abuse, the District will
31 endeavor to:

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33 • Provide each employee with a copy of the District drug- and alcohol-free workplace
34 policy;
35 • Post notice of the District drug- and alcohol-free workplace policy in a place where other
36 information for employees is posted;
37 • Enlist the aid of community and state agencies with drug and alcohol informational and
38 rehabilitation programs, to provide information to District employees; and
39 • Inform employees of available drug and alcohol counseling, rehabilitation, reentry, and
40 any employee-assistance programs.
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42 District Action Upon Violation of Policy

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

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The Board will take disciplinary action with respect to an employee convicted of a drug offense in the workplace, within thirty (30) days of receiving notice of a conviction.

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

Legal Reference: 41 USC 702, 703, 706 Drug-free workplace requirements for
Federal grant recipients
Johnson v. Columbia Falls Aluminum Company LLC, 2009 MT 108N.
§ 50-46-205(2)(b), MCA Limitations of Medical Marijuana Act

Policy History:
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