



The University of Montana - Helena
COLLEGE OF TECHNOLOGY

Policy Number: 400.4

Policy Title: Drug Free Workplace

Subject: Section 400. Personnel

Date Adopted: August 24, 2009

Date(s) Revised:

Approved by:



Daniel J. Bingham
Dean/CEO
The University of Montana – Helena
College of Technology

POLICY STATEMENT:

The University of Montana – Helena College of Technology is committed to providing a drug-free workplace in compliance with the Drug-Free Workplace Act of 1988. The unlawful manufacture, distribution, sale, possession, or use of a controlled substance in the workplace or while conducting college business is prohibited.

All UM-Helena college policies shall adhere to and be consistent with relevant federal and state laws, rules, and regulations; with Board of Regents' policies and procedures; and with The University of Montana's policies and procedures.

PROCEDURES:

All employees will be notified of this policy. Employees must comply with this policy and notify their immediate supervisor of any use or substance abuse in the workplace or while conducting college business, or criminal drug statute conviction for a violation occurring in the workplace within five (5) days after such conviction. The supervisor is responsible for notifying the Human Resource Services office immediately upon notice from the employee.

Employees who violate this policy will be subject to counseling and/or disciplinary action in accordance with personnel policy or collective bargaining agreements; up to and including expulsion or dismissal from the College.

The College recognizes that behavioral health problems, which affect work performance, may be correctable through treatment or counseling. The College strongly supports such counseling measures and employees are encouraged to seek such services.

Individuals violating any local, state, or Federal laws and ordinances relating to alcohol or drug use also risk college disciplinary action.

STUDENT EMPLOYEES

It is unlawful for student employees to manufacture, distribute, sell or possess a controlled substance in the workplace. Awareness training about the effects of drug use and abuse is available to students through the Students Services office.