

Bigfork School District # 38

PERSONNEL

5228

Employee Drug and Alcohol Offenses

In accordance with the requirements of the "Drug-Free Workplace Act of 1988," all employees are hereby notified that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited.

It is prohibited for any employee of this school district to manufacture, distribute, dispense, possess, or use a controlled substance in the workplace. Employees must, as a condition of direct or indirect employment in any federal grant program, comply with this policy and notify their immediate supervisor of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. Your supervisor is responsible to notify the personnel office immediately after notice from any employee or otherwise receiving notice of such conviction. The personnel office is responsible for notifying the Federal Granting Agency of the conviction within ten (10) days of learning of the conviction.

Violations of this policy will result in disciplinary action up to and including termination and may have legal consequences.

Employees are encouraged to seek assistance in dealing with drug problems. Conscientious efforts to seek help for drug dependency will not jeopardize an employee's job status. It is the intention of this school district to maintain a drug-free workplace.

Legal Reference: 41 USC 701, et.seq. Drug Free Workplace

Adoption Date: 1/6/99