Great Falls School District

PERSONNEL 5227

Employee Substance Use

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

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

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

- Not legally obtainable;
- Being used in a manner different than prescribed;
- Legally obtainable, but has not been legally obtained;
- Marijuana or marijuana paraphernalia that is possessed or consumed on the grounds of any property owned or leased by a school district, a public or private preschool, school, or postsecondary school or in a school bus;
- Marijuana smoked in a location where smoking tobacco is prohibited;
- Marijuana consumed in a manner that endangers others; or
- Referenced in federal or state-controlled substance acts.

As a condition of employment, each employee shall:

- Employees are personally responsible for their own medication. Personal medication must be secure in a drawer or cabinet.
- Abide by the terms of the District policy respecting a drug- and alcohol-free workplace;
- Notify his or her supervisor of his or her conviction under any criminal drug statute for a violation occurring on the District premises or while performing work for the District, no later than five (5) days after such a conviction.

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

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

District Action Upon Violation of Policy

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

The Board shall take disciplinary action with respect to an employee convicted of a drug offense in the workplace, within thirty (30) days after receiving notice of the conviction. An employee who fails to report within thirty (30) days a conviction of a drug offense will be subject to immediate termination.
Should District employees be engaged in the performance of work under a federal contract or grant, or under a state contract or grant, the Superintendent shall notify the appropriate state or federal agency from which the District receives contract or grant moneys of the employee's conviction, within ten (10) days after receiving notice of the conviction.

Cross Reference:
Policy 5228 Drug and Alcohol Testing for District School Bus Drivers
Policy 5228P Drug and Alcohol Testing for District School Bus Drivers
Policy 3340 Student Chemical Use

Legal Reference:
41 U.S.C. §§ 702,703,706 Drug-free workplace requirements for Federal grant recipients
Initiative 190 – "Montana Marijuana Regulation and Taxation Act." January 1, 2021

Policy History:
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