

## **Policy 705.3 – Drug-Free Workplace**

Date Adopted: 8/2/04

Issuing Office: Administration & Finance

Date Revised:

Approved By:

References: Drug-Free Workplace Act of 1988

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### **I. POLICY**

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

### **II. PURPOSE**

The purpose of this policy is to provide a safe and healthy environment for UMW employees, students, and visitors.

### **III. PROCEDURE**

All employees will be given a copy of this policy. Employees must comply with this policy and notify their immediate supervisor of any 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 Vice Chancellor for Administration & Finance/Student Affairs immediately upon notice from the employee. The Vice Chancellor for Administration & Finance/Student Affairs is responsible for notifying the appropriate federal granting agency of the conviction when the employee involved is working on a federal grant or contract, within ten days of learning of the conviction.

Employees who violate this policy will be subject to counseling or to disciplinary action in accordance with personnel policy or collective bargaining agreements if applicable. UMW recognizes that behavioral health problems, which affect work performance, may be correctable through treatment or counseling. The University strongly supports such counseling measures and employees are encouraged to seek such services.

The University has contracted to provide for employee assistance counseling and referral. The University Wellness Program, along with Human Resource Services, provides periodic awareness training about the effects of drug use and abuse, counsels employees on available assistance under the group insurance plan, and makes confidential referrals to our employee assistance program.

#### Student Employees

It is unlawful for student employees to manufacture, distribute, sell or possess a controlled substance in the workplace. Student employees are notified of this policy when signing their employment document and are subject to disciplinary action just as any other employee. Awareness training about the effects of drug use and abuse is available to students through counseling services at the University.

**IV. AUTHORITY**

Drug-Free Workplace Act of 1988

**V. RESPONSIBILITY**

Vice Chancellor for Administration & Finance/Student Affairs, Supervisors, Wellness Director,  
Associate Director of Human Resource Services