

## FLATHEAD VALLEY COMMUNITY COLLEGE

### Policy Manual

#### CHAPTER I - DOCTRINE

##### SECTION 70: DRUG-FREE WORKPLACE POLICY\*

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#### DRUG-FREE WORKPLACE POLICY

In compliance with the Drug-Free Workplace Act of 1988, Flathead Valley Community College 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 college business is prohibited. Conducting college business while under the influence of a controlled substance is likewise prohibited.

Employees using prescription or non-prescription drugs which may impair their work performance must notify their immediate supervisor of this use and of any possible effects.

Employees must, as a condition of employment, comply with this policy and notify their immediate supervisor of any criminal drug statute conviction or nolo contendere plea for a violation occurring in the workplace no later than five (5) days after such conviction. The supervisor shall notify the Human Resources Office immediately upon notice from the employee. The Human Resources Office shall notify the federal granting agency, when appropriate, 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. At the discretion of the employer, an employee violating this policy may be required to satisfactorily complete a drug abuse assistance or rehabilitation program as a condition of employment.

Drug dependency is a major health problem and interferes with workplace productivity, safety, and security. 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.