

## DRUG-FREE WORKPLACE

The Montana State Library Commission is committed to a drug-free workplace. It is the policy of the State of Montana and of the State Library that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in the workplace by any employee of this agency is prohibited. An employee who violates this prohibition is subject to disciplinary action, up to and including discharge, as provided in the Discipline Handling Policy, ARM 2.21.6506 et seq. Disciplinary action may include required participation in an approved drug abuse assistance and rehabilitation program.

In compliance with the Drug-free Workplace Act, an employee who is performing work under a covered federal grant will:

1. Abide by the terms of the state's policy statement requiring a drug-free workplace, and
2. Notify the agency of any conviction of a criminal drug statute which is the result of a violation which occurred in the workplace. The agency must be notified no later than five days after the conviction.

The employee's supervisor and the State Librarian shall take one of the following actions within 30 days of receiving notice of a conviction from an employee:

1. Take appropriate disciplinary action against the employee, up to and including discharge, or
2. Require such employee to participate satisfactorily in an approved drug abuse assistance or rehabilitation program.

State Library administrative staff will maintain a list of local drug counseling and rehabilitation agencies, as well as educational materials relating to drugs and alcohol.

New employees will be made aware of this policy as part of the orientation process. Drug awareness information will be an agenda item for at least one staff meeting per year, or more frequently as necessary.

This policy statement is adopted in compliance with the Drug-free Workplace Act of 1988 (Pub. L. 100-690, Title V, Sub title D).

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Mike Schulz, Chair  
Montana State Library Commission

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Date

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Karen Strege  
State Librarian

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Date

Approved by State Library Commission  
October 13, 1999