

Drug and Alcohol Abuse Prevention Program

Montana Western prohibits the unauthorized use, possession, manufacture, distribution, dispensation, or sale of controlled substances or alcohol by its employees on Montana Western property, as a part of its activities, or in the performance of an employee's duties, except as noted below. "Unauthorized" includes without limitation, the manufacture, distribution or sale of alcohol, and possession, use, manufacture, distribution, dispensation or sale of controlled substances, at any time during an employee's working hours or on College property, except as noted below. Reporting to work under the influence of controlled substances or alcohol is prohibited. "Under the influence" is defined without limitation as being impaired or intoxicated by alcohol or controlled substances, smelling of alcohol or controlled substances, or appearing disheveled or unkempt, slurring one's speech, being argumentative, or being incapable of performing his/her job satisfactorily, when such conduct is reasonably related to an employee's use of alcohol or controlled substances. Further, the employee must be able to perform work in a condition that presents a favorable public image and contributes to a climate of safety and well being for the employee, faculty, staff, students, and the public. All employees are responsible for their compliance with local, state and federal laws. Violations of this policy will result in disciplinary action, up to and including termination of employment, or referral for prosecution or other legal consequences. Depending on the circumstances, an employee who violates the provisions of this policy relating to controlled substances may be required to satisfactorily participate in a drug abuse rehabilitation program as an alternative to termination and as a condition for continued employment. Compliance with Montana Western's Drug and Alcohol policy is a condition of continued employment. It is also a condition of continued employment that any employee convicted of any criminal drug statute based on conduct occurring in the workplace must notify the Office of Human Resources no later than five working days after such conviction. Such notification does not prohibit Montana Western from taking disciplinary action against the employee for violating this policy. Montana Western will make a good faith effort to comply with the Drug-Free Workplace Act of 1988 by reviewing the policies and procedures every biennium to determine effectiveness and to implement changes to the program as needed. It is Montana Western's policy to maintain a drug-free workplace.

Counseling, Treatment, and Rehabilitation Services: An Employee Assistance Program (EAP) is available to benefit-eligible employees through the Montana University System. The EAP is a free, short-term counseling and referral service that can be accessed by calling (406) 683-7388.