



Drug-free Workplace Policy - PLEASE POST

DATE: July 1, 2010
TO: All Missoula County Employees
FROM: Human Resources Department
RE: Missoula County personnel policy 504.00 Drug Free Workplace Act

In 1988 Congress passed a variety of anti-drug legislation which included the Drug-Free Workplace Act (DFWPA). This act requires that agencies or individuals who receive federal aid or who contract with the federal government adopt specific policies regarding the illegal possession and use of controlled substances. To comply with this act Missoula County adopted the following policy on 10/5/89:

All Missoula County employees are absolutely prohibited from unlawfully manufacturing, distributing, dispensing, possessing or using controlled substances in the workplace. Examples of controlled substances include illegal narcotics, cannabis, stimulants, depressants and hallucinogens.

Violations of this policy will result in disciplinary action up to and including termination. Missoula County may require employees who violate this policy to participate in a drug-abuse assistance or rehabilitation program as a condition of continued employment.

To assist employees in overcoming drug-abuse problems the County provides an Employee Assistance Program (EAP) and medical benefits for substance-abuse treatment. Conscientious efforts to seek such help will not jeopardize an employee's job status.

Any employee convicted of violating a criminal drug statute in the workplace or while conducting official County business must inform his/her immediate supervisor of such conviction within five days. That supervisor must inform the Human Resources Office of any such communication immediately.

Please refer any questions relative to this policy to your department head or to the Human Resources Office.