

## **MSU Billings Personnel Procedures**

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POLICY REFERENCE: **Drug-Free Workplace**

OTHER REFERENCES: Drug-Free Workplace Act of 1988

DATE ADOPTED/REVISED: 10/08/08

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All employees including faculty and student workers 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 Human Resources Office immediately upon notice from the employee. In the event the employee is working on a federal grant or contract, Human Resources shall notify the appropriate federal granting agency of the conviction within ten (10) days of learning of the conviction.

Employees who violate this policy will be subject to counseling and/or disciplinary action in accordance with personnel policies and/or collective bargaining agreements.

It is unlawful for all employees including faculty and student workers to manufacture, distribute, sell or possess a controlled substance in the workplace.