

ROCKY MOUNTAIN COLLEGE
ADMINISTRATIVE POLICY

SECTION: Human Resources NUMBER: A-001-01-0002

AREA: General UPDATED: 2/01/2022

SUBJECT: Drug-free and Alcohol-free Workplace REVIEWED: 12/09/2022

I. PURPOSE

In compliance with the Drug-Free Workplace Act of 1988, (Title 41-10-701 through 707, U.S.C. as amended), Rocky Mountain College is committed to providing an alcohol-free and drug-free workplace. Rocky Mountain College is required to comply with Federal Regulations governing workplace anti-drug programs. This policy applies to on-duty time as well as off-site breaks and lunch periods when an Employee is scheduled to return to work. Rocky Mountain College will maintain and comply with the provisions of the Montana Workforce Drug and Alcohol Act (MCA, 39-2-205 through 39-2-211)

Current legislation requires that the institutional policy on drugs and alcohol be distributed to each student and employee. That information is available through the Executive Vice President for Student Life and the Human Resource Department.

II. POLICY

- A. Consumption of alcoholic beverages at Rocky Mountain College, or at a RMC sponsored event, is strictly prohibited except:
 - 1. For those events approved to serve alcohol by the President's Cabinet, or
 - 2. For students twenty one (21) years of age or older, in the privacy of their residence hall rooms or in Jorgenson Hall apartments.
- B. Advertisements promoting alcohol or alcohol-related products are prohibited on campus.
- C. Rocky Mountain College's name and/or logo shall not appear in conjunction or co-sponsorship with the name of any alcoholic product or distributor without written approval of the President's Cabinet.
- D. Rocky Mountain College prohibits the unlawful manufacture, distribution, sale, possession or use of a controlled substance or alcohol in the workplace or while conducting business.
- E. Although marijuana became legalized effective January 1, 2022, the use of any recreational or medicinal marijuana by any student, staff member, faculty member or visitor on campus grounds, in the dormitories, in the classrooms, in buildings and in the workplace is strictly forbidden regardless of the authorized possession of a state issued medical marijuana card. Any student, staff member or faculty member who is issued a state issued medical marijuana card must, upon issuance, register with the Executive Vice President for Student Life for students, The Provost and Academic Vice President for

faculty or the Human Resource Department for staff. Any person who does not register with one of the above departments within ten (10) business days of issuance will be subject to disciplinary action up to and including termination or expulsion from the College.

- F. All employees must comply with this policy and notify your supervisor and the Human Resource Department in writing of any alcohol/drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. Your Supervisor and/or his/her designee is responsible for notifying the appropriate Federal granting agency of the conviction when the employee involved is working on a Federal grant or contract, within ten (10) days of learning of the conviction.
- G. Enforcement may take the following forms:
 - a. Disciplinary hearing with supervisor, and/or
 - b. Restitution for any damages caused as a result of violation and/or
 - c. Assignment of appropriate disciplinary work.
 - d. Employees may be required to participate in an approved alcohol/drug rehabilitation program.
- H. Employees who violate the College alcohol/drug policy may be placed on disciplinary probation or terminated from employment.

III. REVIEW AND RESPONSIBILITIES

Responsible Parties: Executive Vice President for Student Life
Human Resource Department
Academic Vice President
Provost

Review: As deemed as appropriate

IV. APPROVAL

Approved: _____ Date: _____
President

Approved: _____ Date: _____
Chair, Board of Trustees