

	<h1 style="color: blue;">City of Helena</h1> <h2 style="color: blue;">Personnel Policy</h2>	Policy number	8-8
		Original Adoption	02-09-1987
		Revision #	7
		Last revision date	October 2015
<b>Section Title</b>	<b>Employee Ethics and Conduct</b>		
<b>Subject</b>	<b>Drug and Alcohol Free Work Place</b>		

It is the policy of the City of Helena to provide a drug and alcohol free work place for all employees. It is also a policy of the City of Helena that any individual who is a grantee must certify that his or her conduct of grant activity will be drug-free. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the workplace, including City-owned property and vehicles, is prohibited. The unlawful buying, selling, bartering, exchanging, giving away, or offering to buy, sell, barter, exchange, or give away of any dangerous drug in the workplace by any employee is also prohibited. All consumption of alcohol while performing job functions or in a pay status is strictly forbidden, including paid training or while in control of a City owned or leased vehicle.

The City of Helena will not make accommodations for the use of medical marijuana (§50-46-320(4)(5), MCA). Employees are subject to discipline or discharge for impairment due to the use of medical marijuana.

Drug and alcohol counseling and rehabilitation for employees is available through the City's Employee Assistance Program. See Policy 2-3.

Penalties that the City may impose on employees for drug and alcohol abuse violations occurring in the work place include:

- Required participation in an "approved" drug/alcohol abuse assistance or rehabilitation program
- Suspension without pay
- Discharge
- Criminal investigation

As a condition of employment, employees will notify the supervisor or HR office of any criminal drug or alcohol statute charges for a violation no later than 5 days after such charge.

City employees, whose positions require possession of a Commercial Drivers License, are required to abide by rules set forth by the US Department of Transportation. These rules have been incorporated into the “City of Helena FTA & FMCSA Drug and Alcohol Policy”. All applicable employees will be provided a copy of the policy and required to attend training on the policy.

Employees of the Helena Police Department are required to abide by the rules within the “Helena Police Department Drug & Alcohol Testing Policy and Procedures”.

Employees not directly covered by either of the two aforementioned policies are subject to testing based on §39-2-208, MCA. Testing procedures and discipline for non-covered employees will be the same as covered employees as outlined in the City of Helena’s FTA & FMCSA Drug & Alcohol Policy.

The temporary removal of an employee from their position required under either of the two aforementioned policies is not considered an “adverse action” under Policy 9-1.