

Policy #: <b>418.1</b>
<b>Title: PROHIBITION OF ALCOHOL AND DRUG USE BY STATE EMPLOYEES</b>
Date of Initial Approval: 03/18/1989
Revision/Re-authorization Dates: 01/20/2011; 01-24-2019
Reviewers: MSA Superintendent; MSA Human Resources Office; MSAD/MSAB Directors; MSA Director of Student Support Services

**I. PURPOSE**

The Minnesota State Academies (MSA) is a state agency and a school district. As part of our accountability and function as a government agency, employees of MSA are considered state employees, and thus required to follow policies set in place for all state employees. In regards to the prohibition of Alcohol and Drug Use, MSA desires to provide safe and effective services; protect the safety, health, and well-being of employees and others on our campuses; ensure that MSA employees perform their jobs efficiently, safely, and in a professional manner; and maintain an environment free from the illegal use of drugs and the use of alcohol. Towards this goal, the MSA board has determined that we will adhere to the Minnesota Management and Budget (MMB) HR/LR Policy #1418 – Prohibition of Alcohol and Drug Use by State Employees.

**II. GENERAL STATEMENT OF POLICY**

The state prohibits the unlawful manufacture, distribution, dispensation, possession, use, sale, trade, and/or offer for sale of alcohol or controlled substances in the work place or while performing work for the state. This policy applies to all employees of MSA.

The MMB HR/LR Policy #1418 – Prohibition of Alcohol and Drug Use by State Employees can be found at:

[https://mn.gov/mmb/assets/1418DrugAndAlcoholPolicy2016\\_tcm1059-253325.pdf](https://mn.gov/mmb/assets/1418DrugAndAlcoholPolicy2016_tcm1059-253325.pdf)  
or in Appendix 418.1-A.

MSA employees are directed to refer to this policy for guidance regarding the prohibition of alcohol and drug use.

**Appendix:**

*Appendix 418.1-A – MMB HR/LR Policy #1418 – Prohibition of Alcohol and Drug Use by State Employees*