

DRUG FREE WORKPLACE

POLICY

The Drug Free Workplace Act of 1988, effective March 18, 1989, requires that the University certify that it will provide a drug-free workplace.

In compliance with the Act, employees are hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in our workplace. Violation of this policy may result in disciplinary action, including but not limited to suspension and/or termination or a requirement to participate in an approved drug abuse assistance or rehabilitation program.

Employees must be aware that as a condition of employment they will abide by the terms of this policy and will notify the University of any Criminal Drug Statute Conviction for a violation occurring in the workplace within five days after such conviction.

The University must notify the federal agency involved of the conviction within 10 days of receiving such a notice. Within 30 days, the University will initiate the appropriate personnel action or require satisfactory participation in an approved drug abuse assistance or rehabilitation program.

ACKNOWLEDGEMENT

I hereby certify that I have read, understand and will abide by the conditions of this policy.

Employee Name: _____ Date: _____
(Print)

Employee Signature: _____

An Equal Opportunity Employer & Educational Institution