



**NOTICE TO EMPLOYEES**

Pursuant to the requirements of the Federal Drug-Free Workplace Act of 1988, the unlawful manufacture, distribution, possession, or use of a controlled substance is prohibited in the workplace. Violations of this policy will subject an employee to discipline up to and including discharge.

The Federal Drug-Free Workplace Act of 1988 also requires that any employee convicted of a criminal drug statute for a violation occurring in the workplace must notify the agency within five days of conviction. A conviction includes a finding of guilt, a no contest plea ("nolo contendere"), or the imposition of a sentence by any judicial body charged with determining violations of any criminal statute involving the manufacture, distribution, dispensation, use, or possession of any controlled substance.

This is to certify that I have received and read the above policy, and I agree to notify the agency head and agency personnel director if I am convicted of any criminal drug statute, for a violation occurring in the workplace, within five days of that conviction. I have also received a copy of the City booklet entitled, "Someone You Know?"

*For the Employee:*

(Print) Last Name, First Name:	Social Security No:
Employee's Signature:	Date:

**THE REMAINDER OF THIS FORM IS TO BE COMPLETED BY THE WITNESS**

For Witness:

\_\_\_\_\_  
Signature of WITNESS

\_\_\_\_\_  
Date