

NOTICE TO EMPLOYEES

Pursuant to the requirements of the Federal Drug-Free Workplace Act of 1988, the unlawful manufacture, distribution, dispensation, 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 of Act of 1988 also requires that an 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 include a finding of guilt, a no contest plea (“nolo contendere”), or the imposition of 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.

Signature of Employee

Date

Signature of Supervisor or
Personnel Officer

Date

Title of Supervisor or
Personnel Officer