

ATTACHMENT 4.05 B
GEORGIA SOUTHWESTERN STATE UNIVERSITY
NOTICE TO EMPLOYEES
SUBJECT TO THE "DRUG-FREE WORKPLACE ACT OF 1988"

Applicable to:

Any Georgia Southwestern State University employee directly engaged in the performance of work funded by a federal grant or contract. [41 USC 706, Sec. 5157 (2)]

Background:

Georgia Southwestern State University must certify its compliance with "Drug-Free Workplace Act of 1988", as included in the omnibus Anti-Drug Abuse Act of 1988 (Pub. L. No. 100-690). We must certify to any federal contracting agency that we have taken certain steps to provide a drug-free workplace.

Georgia Southwestern State University Policy Statement:

Georgia Southwestern State University is committed to maintaining a drug-free workplace. "Any unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the workplace".

As a condition of employment on any federal contract, the employee will:

- 1) abide by the terms of the policy statement; and
- 2) Notify the employer (Georgia Southwestern State University) on any criminal drug statute conviction for a violation occurring in the workplace not later than 5 days after such conviction.

Employee Sanctions:

(41 USC 706, Sec. 5154)

Georgia Southwestern State University, as a grantee or contractor shall, within 30 days after receiving notice from an employee of a criminal drug statute conviction:

- 1) take appropriate personnel action against such employee up to and including termination; or
- 2) Require such employee to satisfactorily participate in drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or Local health, law enforcement, or other appropriate agency.

The President of Georgia Southwestern State University shall determine "Appropriate personnel actions".

Other Information:

A copy of the "Drug-Free Workplace Act of 1988", including a schedule of controlled substances as defined by the Act, will be kept on file in the Office of the Director of Campus Security and the Personnel Office.

Georgia Southwestern State University offers an ongoing Drug Awareness Program through the Office of Counseling and Guidance. This program is designed to inform employees about:

- the dangers of drugs in the workplace;
- Georgia Southwestern State University's policy of maintaining a drug-free workplace;
- Available drug counseling, rehabilitation, and employer assistance programs (referral service only), and,
- The penalties that may be imposed on employees for drug abuse violations.

For more information, contact the Office of the Coordinator of Counseling.

Employee Certification:

As a condition of employment on any federal grant or contract, I agree to comply with applicable provisions of the "Drug-Free Workplace Act of 1988", and any subsequent applicable regulations. I understand that I must comply with the terms and conditions of the Georgia Southwestern State University policy statement above.

Name (please print or type)

Signature _____ Date _____