

DRUG-FREE WORKPLACE STATEMENT

In accordance with the provisions of the Drug-Free Workplace Act of 1988, the Department of Social Services has certified to all applicable federal agencies that it will provide a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the workplace is prohibited. As a condition of employment, you are required to abide by the terms of this statement.

Should you receive a criminal drug statute conviction for a violation occurring in the workplace, you must notify your Cost Center Manager within five days after such conviction. You will also be subject to disciplinary action of at least a thirty-day suspension without pay or dismissal, depending upon the severity of the crime, and you will be required to participate in a drug abuse assistance or rehabilitation program.

Further information regarding the department's policy and Drug-Free Awareness Program may be found in DSS Policy No. 4-8.

NAME

SSN

COST CENTER NAME AND NUMBER

POSITION NUMBER

I certify that I have read this statement on a drug-free workplace and that I am aware of the publication of the department's policy and drug-free awareness program.

Employee's Signature