



Human Resources

DRUG-FREE WORKPLACE REQUIREMENTS AND CERTIFICATION GLENVILLE STATE COLLEGE

Glenville State College prohibits the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the workplace and elsewhere on campus. Employees and students who violate the prohibition shall be subject to disciplinary action, up to and including termination of employment and/or expulsion, whether they are or are not prosecuted for such violations in local, State, or Federal courts.

Employees and students will be provided information about (a) the dangers of drug abuse, through attendance at campus seminars and workshops; (b) the Institution's policy of maintaining a drug-free workplace, through policy dissemination including statements in employee handbooks, Student Handbook and Faculty Manual; and (c) the availability of regional drug counseling, rehabilitation and employee assistance programs, through consultation with the Counseling Services or Human Resource Offices.

As a condition of employment, employees will abide by the terms of the policy and notify the Human Resources Office of any criminal drug or alcohol statute conviction, for a violation occurring in the workplace, no later than **five days** after such conviction, for a violation in accordance with requirements of the Drug-Free Workplace Act of 1988 (Public Law 101-690) and in compliance with requirements of the 1989 amendments to the Drug-Free Schools and Communities Act (Public Law 101-226), as articulated in the Education Department General Administrative Regulations (EDGAR) Part 86. If employment is under a federal grant, the grantee will notify the particular grantor agency within ten days after receiving notice from an employee or otherwise receiving actual notice of conviction.

Within 30 days of receiving notice with respect to any employee who is so convicted, the Institution will take appropriate personnel action against the employee, up to and including termination, OR require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.

I have received, read, understand and will abide by the Drug and Alcohol policy of Glenville State College. I agree to notify Glenville State College of any criminal drug statute conviction no later than five (5) days after such conviction.

Print Name

Signature

Date