

**UNIVERSITY OF KENTUCKY
DRUG-FREE POLICY NOTIFICATION FORM**

The Federal Drug-Free Workplace Act of 1988 (Section 5151) requires that all employees receive a copy of the University's policy which declares that UK is a drug-free workplace. This policy notification and the signed statement (below) insure the University's compliance with the federal law. For purposes of the law and this policy, drugs are defined as "controlled substance," which means any controlled substance in schedules I through V of section 2020 of the Controlled Substance Act, which, in turn, means virtually every controlled substance from the worst street drugs to mild prescriptions drugs; the two substances not covered by the Federal Drug-Free Workplace Act are alcohol and tobacco products. However, another federal law, Drug-Free Schools and Communities Act Amendments of 1989, requires annual distribution, in writing, to each employee the University's standard of conduct which clearly prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by employees while on University property or as a part of the University's activities. The entire text of the University's policy and procedures for being a drug-free workplace is contained in AR II-1.1-10 and in Staff Personnel Policy and Procedures Number 13.0; Drug Abuse Policy. The University's alcohol policy is contained in AR II-1.1-11 and in Staff Personnel Policy and Procedures Number 12.0: Alcohol Abuse Policy.

The University of Kentucky is committed to providing a drug-free workplace for its employees. Accordingly, it is a violation of University policy for an employee to unlawfully manufacture, distribute, dispense, or use a controlled substance and to unlawfully possess, use, or distribute alcohol while in the workplace or on University Business. It is University policy that a violation of the above shall result in appropriate action which may include referral to an employee assistance program/rehabilitation program and/or disciplinary action up to and including suspension or dismissal. Additionally, the University has drug-free and alcohol awareness programs which include educational programs and general information on the following:

1. The dangers of drug and alcohol use and abuse in the workplace;
2. The details of the University's Drug Abuse Policy (AR II-1.1-10 and Policy 13.0) the University's Alcohol Abuse Policy (AR II-1.1-11 and Policy 12.0) and
3. The availability of drug and alcohol counseling, rehabilitation and employee assistance programs.

After reading this policy notification, it is requested that you read and sign the following certification. This document will be placed in your personnel file in the sector personnel office.

**Drug-Free Workplace Policy
Certification**

In accordance with federal law and University policy, I understand the following:

1. That I shall notify my immediate supervisor within five (5) days of my conviction of any criminal drug statute violation which occurred in the workplace or while on University business;
2. That, if I am employed on a federal grant or contract, the University shall notify the granting or contracting agency within ten (10) days of receiving notice of my conviction; and
3. That the University shall take appropriate action, as outlined in AR II-1.1-10, within thirty (30) days of receiving notice of my conviction.

I have read carefully the policy notification and the above. I fully understand the information and requirements contained herein. I further understand that failure to abide by the University's Drug Abuse Policy or Alcohol Abuse Policy may result in my being required to participate satisfactorily in a drug or alcohol abuse assistance/rehabilitation program and/or in disciplinary action up to and/or including suspension or dismissal.

Signature

Date

Social Security Number

Full Name (Print)

Department and Sector (Print)