

Employee Notification Packet Drug-Free Workplace Awareness Program

Pursuant to the enacted Drug-Free Workplace Act of 1988, any organization which is desirous of contracting with any Federal agency must take the following steps to ensure the existence of a drug-free environment for its employees:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the workplace and specify the actions which will be taken against employees for violations of such prohibition.
2. Establish a drug-free awareness program to inform employees about:
 - a. the dangers of drug abuse in the workplace
 - b. the organization's policy of maintaining a drug-free workplace
 - c. any available drug counseling, rehabilitation, and employee assistance programs
 - d. the penalties which may be imposed upon employees for drug abuse violations
3. Require that each employee who will be engaged in the performance of such contract be given a copy of the statement required by paragraph 1. And that, as a condition of employment on such contract, the employee agrees to abide by the terms of the statement and notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
4. Notify the contracting agency within ten days after receiving notice under paragraph 3, from an employee or otherwise receiving actual notice of such conviction.
5. Within 30 days after receiving notice, impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program by any employee who is convicted, as required by the statute.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, and 5.

In response to the federal statute, the State Board for Community Colleges and Occupational Education has approved a policy statement requiring all employees at state system community Colleges and on the System central staff, whether exempt or classified, to comply with the requirements of the statute.

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Accordingly, please find attached to this memo a copy of the institutional Drug-Free Awareness Program which should be retained for reference. The Program includes the following:

1. Drug-Free Workplace Program Statement. Note that a comprehensive list of "controlled substances" under the Drug-Free Workplace Act of 1988 is available for inspection in the Personnel Office.
2. Information about the penalties employees may suffer as the result of drug abuse violations occurring in the workplace.
3. A listing of available drug counseling, rehabilitation, and employee assistance programs.
4. Information about the dangers of drug abuse in the workplace.
5. Employee Acknowledgment Form. This form must be executed and returned to the Office of Human Resources.

If you have questions, please contact the Human Resources Office at 303-352-3042.

**Employee Notification Packet
Drug-Free Workplace Awareness Program**

Employee Acknowledgment Form

I, the undersigned employee of the Community College of Denver, have received a copy of the *Drug-Free Workplace Awareness Program* and:

1. I agree to abide by the terms of the program in accordance with State Board policies, and
2. I agree to notify my supervisor if I am convicted of violating a criminal drug statute in the workplace no later than five (5) days after the date of such conviction.

Employee Name (print): _____

Employee Signature: _____ Date: _____