



Mount Saint Mary College

DRUG-FREE WORKPLACE AGREEMENT

On November 18, 1988, congress enacted the Drug-Free Workplace Act of 1988. The Act became effective March 18, 1989. The Act requires that organizations entering into contracts or grants from the federal government of a value of \$25,000 or more certify to the contracting federal agency that it will provide a “drug-free workplace.” To do this, the College must agree to:

1. Publish a statement notifying employees that it is illegal to manufacture, distribute, dispense, possess, or use a controlled substance in the workplace, and specify the actions that will be taken against employees for violating the provision
2. Establish a drug-free awareness program to inform the employees of the danger of drugs, the College’s policy of maintaining a drug-free workplace, the availability of drug counseling, rehabilitation or employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations
3. Provide each employee with the statement identified in paragraph one (1) above
4. Inform employees that, as a condition of employment on the government contract or grant, the employee must abide by the terms of the statement referred to in paragraph one (1) above, and must notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after the conviction
5. Agree to notify the contracting or granting agency within ten (10) days of receiving the notice referred to in paragraph four (4) above, or by otherwise receiving actual notice of the conviction
6. Impose a sanction on, or require satisfactory participation in a drug abuse assistance or rehabilitation program by any employee convicted as referred to above
7. By making a good faith effort to continue to maintain a drug-free workplace through the implementation of the above paragraphs.

Failure to satisfy the above requirements will expose the College to suspension, termination or debarment as a federal contractor or grantee.

Certifying Statement: Drug-Free Workplace Regulations

The use and effects of illegal drugs and alcohol pose very serious problems. While we are unaware of any specific problems, the College wants to state clearly its policy so that current and future employees understand our objectives: to remove potential problems associated with substance abuse from our community, either through treatment, cessation of use or termination of employment.

Selling, purchasing, using, possessing or being under the influence of any illegal drug while on College premises, or while conducting College business, is strictly prohibited. Such activities constitute grounds for disciplinary action, up to and including termination. Such activities may also subject employees to arrest and prosecution by law enforcement agencies. And, as a condition of employment, employees must notify the College of any criminal drug statute convictions for a violation occurring in the workplace, no later than five (5) days after such conviction.

The College recognizes that drug dependency and alcoholism are health problems. The entire college community, however, suffers from the effects of any employee whose work performance and attendance are below acceptable standards because of a substance dependency.

The College does not wish to become involved in the personal affairs and activities of its employees. Our primary concern is that employees perform adequately and safely while at work. If an employee's job performance decline can be attributed or related to drug or alcoholic activities, the College will treat this employee as an employee with a health problem.

When a drug or alcohol problem has been identified, the College shall assist the employee in meeting the responsibility to correct the problem using the services of those organizations capable of providing the best rehabilitative assistance. Resource information and referral agencies for anyone who needs assistance with their health problems will be provided through Health Services, the College Counseling Center, Human Resources, or any senior executive of the College. Any information request for referral will be handled in total confidence.

If an employee refuses or does not attempt to correct this health problem or job performance is being affected, the employee shall be subject to disciplinary action, up to and including dismissal. Employee dependency problems that manifest themselves in drug or alcohol use on College premises or while conducting College business shall also subject the employee to disciplinary action, up to and including dismissal.