

Audubon Area Community Services, Inc.

ANNUAL EMPLOYEE CERTIFICATION

DRUG FREE WORK PLACE REQUIREMENTS

AACS, Inc. employees shall be advised of the following mandated legal requirements upon the agency and its employees pursuant to the Drug-Free Workplace Act of 1988.

The Law (and the agency) requires:

- Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace...; [*Refer to the AACS Human Resource Manual /6.10 for the policy statement and personnel actions relating to an employee's violation of the above prohibitions.*]
- Establishing a drug-free awareness program...;
- Making it a requirement that each employee engaged in the performance of a federal grant award to be given a copy of the agency's drug-free workplace statement;
- Notifying the employee that he or she must abide by the terms of the agency's drug-free workplace policy and notify the employer of any drug statute conviction or violation occurring no later than five (5) days after the occurrence:
- Notifying the federal agency within ten (10) days after receiving any notice of a funded employee's actual conviction of a drug statute offense; and
- Certain actions, such as personnel action, up to and including termination, or voluntary participation in a drug rehabilitation program, within thirty (30) days with respect to employees so convicted.

ANNUAL CERTIFICATION REQUIREMENT

Staff must individually certify each year that they are aware of the requirements of and that they are in compliance with the provisions of the Drug-Free Workplace Act of 1988.

REPORTING CERTAIN PRESCRIPTION DRUGS

If a staff person is driving an agency or personal vehicle for business purposes, AACS requires them to report physician prescribed and over-the-counter medications to the Human Resource Department. In addition, employees should be aware that the use of such medications will be revealed through any required random drug testing, and only prior reported and verified physician-prescribed drug usage will be excused.

REPORTING REQUIREMENT

Staff must report any incidence of drug abuse, including alcohol, in AACS, Inc. offices, centers or facilities, whether involving staff, enrollees, volunteers, clientele or the public to the AACS, Inc. Executive Director within five (5) calendar days.

CERTIFICATION

I have read, understand and agree to comply in good faith with the above requirements.

Employee Signature

Date

Print Name

Office Center

