

MEMORANDUM

TO: **NWF State College Employees and Volunteer Workers**

FROM: Jill J. White

DATE: June 25, 2009

SUBJECT: **Annual Notification of Drug Free Workplace Act**

In September 1989, the Board of Trustees, as a result of Federal Legislation, adopted Policy No. 6Hx17-5.021 which prohibits the unlawful manufacture, distribution, dispensation, possession, or use of non-prescription controlled substances or alcoholic beverages in the workplace. Any employee found to be in violation of these provisions will be subject to suspension, termination, participation in a drug rehabilitation program and/or such action as the College deems appropriate.

One of the requirements of a Drug-Free Work Place Act is that as a condition of employment, employees are to refrain from taking illicit drugs on and off the job. Additionally, if employees are injured on the job and refuse to submit to a test for drugs or alcohol, they forfeit their eligibility for medical and indemnity benefits through Workers Compensation and for paid illness-in-line-of-duty leave.

Drug testing will be required for any employee (including volunteers and student workers) who experiences a work place injury which requires medical attention. Testing will be conducted as specified in Florida Statute 440.102 and will follow Health and Rehabilitative Services protocol to ensure confidentiality and protection of the employee being tested and of the College.

In the meantime, if any of you are experiencing drug or alcohol problems, let me urge you to utilize the College's Employee Assistance Program (EAP) which provides confidential, professional help to employees with such problems. Information on the EAP is available in Human Resources.