

**Department of Finance & Administration
Drug-Free Workplace Policy**

It is the policy of the Department of Finance and Administration to provide a drug-free work environment for its employees. Therefore, it is strictly prohibited for any employee affiliated with the Department of Finance and Administration to engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance during the performance of his/her duties as an employee of the Department of Finance and Administration.

Any employee found to be in violation of this policy, resulting in a criminal drug statute conviction, may be:

1. Dismissed from his/her job; or
2. Suspended for thirty (30) days without pay; and/or
3. Required to enter a drug treatment and rehabilitation program prior to returning to work in cases where the violation involves only the unlawful use of a controlled substance.

Employee Acknowledgement

I have received a copy of the Department of Finance and Administration Drug-Free Workplace Policy and agree to abide by its terms and stipulations as a condition of employment. I further agree to notify my department director of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

Employee Signature

Date

Witness

Date