**Employee Agreement to Drug-Free Workplace Requirements**

In accordance with the federal Drug-Free Workplace Act of 1988, employees involved in the performance of a federal grant, on either a “direct charge” or “indirect charge” basis, must, as a condition of employment under the grant, agree to the following:

1. To abide by the terms of the attached University policy,
2. To notify the University of North Alabama in writing of any conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have received a copy of the policy and agree to the above.

(printed name)

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Employee Signature Date

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Principal Investigator Signature Date

*Should a conviction such as the one detailed in item (2) occur, the University is required to notify the Commission, in writing within ten calendar days after receiving notice from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must: (a) provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, (b) take appropriate action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended, or, (c) require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency, and (d) make a good faith effort to continue to maintain a drug-free workplace through implementation of its policy.*