



## **Drug-Free Workplace Act of 1988**

In order to comply with the Drug-Free Workplace Act of 1988, Pub. L. No. 100-690, 5151-5160, applicants for federally funded grants and contracts are required to certify that they have made a good faith effort to maintain a drug free workplace in accordance with the following policy.

Massachusetts General Laws, Chapter 94 C, establishes five "classes" of drugs as controlled substances. These classes include, but are not limited to such substances as heroin, cocaine, LSD, marijuana and opium based drugs. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance by Fitchburg State University employees is prohibited on any premises occupied or controlled by the university. No employee will report to work while under the influence of illegal drugs. Any employee determined to have violated this policy may be subject to disciplinary action up to and including removal.

In order to comply with the federal law, Fitchburg State University requires that an employee notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. Notice shall go to the Human Resources Department. Fitchburg State University will notify any federal contracting agency within ten (10) days of having received notice that an employee engaged in the performance of such a contract has had any criminal drug statute conviction for a violation occurring in the workplace. Fitchburg State University will impose an assistance or rehabilitation program by any employee who is so convicted within thirty days of receiving notice of such conviction.

Each employee is notified that, as a condition of employment, he/she must abide by the policy and notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such convictions. Failure to abide by the policy may result in disciplinary action, which may include but is not limited to warnings, suspensions, participation in a drug assistant rehabilitation program, or termination.

Fitchburg State University will assist with confidential referrals to substance abuse, assistance or rehabilitation programs as well as sponsor on-campus educational and training programs in order to ensure that all employees of the college are aware of the issues regarding drug use/abuse in the workplace. Contact the Human Resources Department for more information. Fitchburg State University shall provide every employee with the information listed above.