



WINSTON-SALEM
SYMPHONY

Drug-free Workplace Act Employer-Employee Agreement

The Drug-free Workplace Act of 1988, effective October 1, 1988, prohibits the possession or use of drugs in the workplace. Employees found possessing or using drugs while on the job may be subject to discipline or dismissal, and may be required to participate in a drug abuse rehabilitation program.

I, _____, certify that I have read and understand the Winston-Salem Symphony Association's anti-drug policy, and I agree to abide by that policy. I also promise to notify the Winston-Salem Symphony Association within five days if I am convicted of a criminal drug violation that occurred while I was on the job. I also understand that the Winston-Salem Symphony Association may either sanction me for a drug conviction or require that I participate in a rehabilitation program. I understand that my failure to sign this agreement will result in the termination of my employment on any federal contract or grant.

Employee

Employer

Dated: _____

Winston-Salem Symphony Association Notice to Employees

The Drug-free Workplace Act of 1988, effective October 1, 1988, prohibits the possession or use of drugs in the workplace. Employees found possessing or using drugs while on the job may be subject to discipline or dismissal, and may be required to participate in a drug abuse rehabilitation program.

The Winston-Salem Symphony Association will sponsor a drug awareness program designed to educate employees about its anti-drug policy, the dangers of drug use while on the job, penalties for drug use on the job, and rehabilitation services.

Winston-Salem Symphony Association Anti-Drug Policy

Congress passed the Drug-free Workplace Act on October 21, 1988. The Act, which applies to any entity that receives federal funds, has seven requirements:

1. The employer must publish a statement notifying employees that possession or use of drugs in the workplace is prohibited and specifying actions to be taken against those who violate the policy.
2. The employer must require that each employee working on a federal contract or grant be given a copy of the statement.
3. The employer must establish an awareness program to educate employees about the dangers of workplace drug abuse, the drug-free workplace policy, potential penalties, and services available to help those with drug-related problems.
4. The employer must require employees to agree to abide by the policy as a condition of employment on the governmental contract or grant, and the employee must promise to notify the employer within five days of a conviction for a criminal drug violation occurring in the workplace.
5. The employer must notify the federal contracting or granting agency of the conviction of an employee on criminal charges arising from drug use in the workplace within ten days of receiving notice from the employee or receiving actual notice of the conviction.
6. The employer must either discipline a convicted employee or require that the employee participate in a drug rehabilitation program.
7. The employer must “continue good faith efforts to maintain a drug-free workplace.”

These are proposals designed to keep the Winston-Salem Symphony Association in compliance with the statute.