
DRUG-FREE WORKPLACE POLICY

Drug-Free Work Place Policy

Procedure Sections

Last Revised: June 2014

- Reason for Procedure
- Who Should Know This Procedure
- Contacts
- Applicable ACP Policies
- Drug-Free Policy at ACP
- Roles & Responsibilities
- Appendix: Applicable Federal Regulations & Criteria

Reason for Procedure

This procedure outlines the processes and expectations for the maintenance of a drug-free workplace.

Who Should Know This Procedure

- Principal Investigators
- Administrative Staff
- Winter Conference/Summer Workshop Organizers
- Proposal Committee
- Trustees
- Officers
- General Members
- Other: _____

Contacts

Subject	Contact
---------	---------

Drug-Free Policy Questions	Administrative Vice President
----------------------------	-------------------------------



Applicable ACP Policies

- none
-

DRUG-FREE POLICY at ACP

Aspen Center for Physics maintains signed copies of the following paragraph. Due to the size and close working proximity of the ACP staff, any drug-related problems would be detected immediately and would be addressed by the Administrative Vice President. Because of the Administrative Vice President's ability to monitor the conduct of every employee on a daily basis, a drug-use program is not required at this time. Per Federal regulations, employees convicted of drug-related crimes will be reported to the Federal granting agency within the allotted period and will be terminated from ACP employment.

Drug-Free Workplace Statement Signed by Employees

The Center maintains that the Aspen Campus is a drug-free workplace. The Center does not tolerate the manufacture, distribution, dispensing, possession or use of any controlled substances. Any violation of this shall result in immediate termination. Any criminal activity occurring in this workplace shall be subject to notification by the Center to local authorities. All employees working for the Center shall maintain a signed copy of this statement in their payroll files indicating the employee's compliance with the Aspen Center for Physics' statement for a drug-free workplace.

Roles & Responsibilities

Administrative Staff: Responsible for obtaining the signed Drug-Free Workplace affidavit from new employees and ensuring that drug use does not interfere with Center work.

Appendix: Applicable Federal Regulations & Criteria

From NSF's AAG:

Drug-Free Workplace Certification



Instructions for Certification

1. By electronically signing the NSF Cover Sheet and submitting a proposal, the grantee is providing the certifications set out below.
2. The certification set out below is a material representation of fact upon which reliance was placed when the agency determined to award the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. For grantees other than individuals, Alternate I applies.

Certification Regarding Drug-Free Workplace Requirements

Alternate I (Grantees Other Than Individuals)

The grantee certifies that it will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition
2. Establishing an ongoing drug-free awareness program to inform employees about --
 - The dangers of drug abuse in the workplace
 - The grantee's policy of maintaining a drug-free workplace
 - Any available drug counseling, rehabilitation and employee assistance programs; and
 - The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will --
 - Abide by the terms of the statement; and
 - Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace, no later than five calendar days after such conviction
5. Notifying the agency in writing, within 10 calendar days after receiving notice under subparagraph 4 from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant



6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4, with respect to any employee who is so convicted--

- Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- Requiring 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

7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5.

