



*Building our future...  
One child at a time*

# Greene County Schools

Mr. David McLain, Director of Schools  
Dr. Bill Ripley, Assistant Director  
Mr. George Frye, Assistant Director  
910 West Summer Street  
Greeneville, TN 37743

TO: All Greene County School System Employees  
SUBJECT: Drug-Free Workplace Act of 1988  
DATE: August 19, 1996

This statement is intended to notify you that your employer, as a federal grant recipient, must comply with the Drug-Free Workplace Act of 1988. The Act requires your employer to notify you of certain provisions contained in the act.

## THIS IS OFFICIAL NOTIFICATION

1. The site where you perform work for your employer in connection with a federal grant is declared to be a drug-free workplace.
2. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance (illegal drug) at the workplace is prohibited.
3. Any criminal drug statute conviction for a violation of this prohibition will result in a personnel action against a convicted employee.
4. Personnel actions will include:
  - A. requiring a convicted employee to participate satisfactorily in a designated drug abuse assistance or rehabilitation program at the expense of the employee
  - B. other appropriate actions; or
  - C. termination of employment
5. As a condition of employment under the grant and in the workplace, you must:
  - A. notify your employer through your immediate supervisor of any criminal drug statute conviction for a violation occurring in the workplace *NO LATER THAN FIVE (5) DAYS* after such convictions, and
  - B. abide by the terms of this statement.

PLEASE SIGN. Your signature acknowledges that you have read this memo.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

