

UNIVERSITY OF SOUTH FLORIDA
OFFICE OF RESEARCH & INNOVATION

Drug-Free Workplace
Drug Conviction Notification Procedure

Overview

In accordance with the Drug-Free Workplace Act of 1988, the University of South Florida is committed to providing a drug-free workplace. The University is also committed to providing a safe and healthy work environment for all employees. The University's Drug-Free Workplace Policy is based on the following principles:

- 1. The University is committed to providing a drug-free workplace.
- 2. The University is committed to providing a safe and healthy work environment for all employees.
- 3. The University is committed to providing a fair and equitable work environment for all employees.
- 4. The University is committed to providing a work environment that is free from harassment and discrimination.
- 5. The University is committed to providing a work environment that is free from alcohol and drug use.

Reporting Workplace Drug Convictions

Employees who are convicted of a drug offense must report the conviction to their supervisor within 5 business days of the conviction. The supervisor must then report the conviction to the Office of Research & Innovation within 5 business days of the conviction. The Office of Research & Innovation will then conduct an investigation and determine the appropriate disciplinary action.

Copies of the notification will be immediately submitted to the President, the Vice President for Research & Innovation, the Vice President for Academic Affairs, the Vice President for Student Affairs, and the Vice President for International Affairs. The Office of Research & Innovation will also provide a copy of the notification to the appropriate federal, state, and local law enforcement agencies.

Notifying Federal Agencies

The Office of Research & Innovation will notify the appropriate federal agencies of the conviction. The Office of Research & Innovation will also provide a copy of the notification to the appropriate federal, state, and local law enforcement agencies. The Office of Research & Innovation will also provide a copy of the notification to the appropriate federal, state, and local law enforcement agencies.

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Considering Sanctions for Employees

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