

Drug Free Workplace

Posting the Policy

The Research Foundation (RF) operations manager (or designee) must post the [Drug Free Workplace Policy \(PDF\)](#) in a conspicuous place so that employees and applicants for employment can clearly see the policy. In addition, this person must distribute a copy of the drug-free workplace policy to project directors with instructions to post the policy at the worksite(s) under the direction of those project directors.

If employees have questions regarding the policy on a drug-free workplace, they should contact the office at their location that is responsible for RF personnel matters.

Providing the Policy to New RF Employees

The Research Foundation operations manager (or designee) must provide all new Research Foundation employees with a copy of the drug-free workplace policy during orientation.

Handling Notices of Conviction

The Research Foundation operations manager (or designee) must designate an office at the operating location to receive notices of drug statute convictions. This designated office will notify the Research Foundation operations manager (or designee), the office that handles sponsored programs at the operating location, and the Central Office of Employee Services for the purpose of notifying sponsors and making employment decisions about convictions.

When notification is received of a conviction, the Research Foundation operations manager (or designee) is required to take the necessary steps to ensure the proper conduct of sponsored projects and programs.

The Central Office of Employee Services is required to inform contracting or granting agencies of any convictions within 10 days after receiving notification from the employee or otherwise receiving notice of a conviction.

Any employee who is convicted of a criminal drug statute violation occurring in the workplace must notify his or her supervisor of the conviction within 5 days after the conviction. An employee who is allowed to continue employment with the Research Foundation following such a conviction must participate in and satisfactorily complete an approved drug abuse assistance or rehabilitation program.

Retaining Notices of Conviction

The original notice of a drug statute conviction that is received at an operating location must be retained in the employee's personnel file.

Feedback

Was this document clear and easy to follow? Please send your feedback to webfeedback@rfsuny.org.

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