

Appendix M Employee Understanding and Agreement

CONTROLLED SUBSTANCE AND ALCOHOL-FREE WORKPLACE AND COLLEGE PREMISES

I have reviewed the Controlled Substance and Alcohol-Free Workplace and College Premises policy for COM-FSM. Therefore I understand and agree:

- A. That unlawful manufacture, distribution, dispensing, possession, or use of controlled substances is strictly prohibited on campus and while in official duty.
- B. That failure to comply with the Controlled Substance and Alcohol-Free Workplace and College Premises policy will result in disciplinary action up to and including immediate suspension and/or dismissal from his or her employment with the College.
- C. That I shall notify the College of any violation of this policy immediately but no later than three days after such occurrence.
- D. I have also been informed, and agree that the College may, as a condition of lifting any suspension for a violation of the above policies, require the satisfactory completion of a drug or alcohol abuse assistance or rehabilitation program chosen by the College.

Employee Name (Print)

Employee signature

Date

Campus