

UNIVERSITY OF SOUTH FLORIDA  
OFFICE OF RESEARCH & INNOVATION

Drug-Free Workplace  
Drug Conviction Notification Procedure

Overview

The Drug-Free Workplace Act of 1988 requires federal contractors and subcontractors to maintain a drug-free workplace. This policy applies to all employees of the University of South Florida who are employed by the University of South Florida. Employees who are convicted of a drug-related offense within ten (10) days of the date of conviction are required to notify the University of South Florida.

Reporting Workplace Drug Convictions

Employees who are convicted of a drug-related offense within ten (10) days of the date of conviction are required to notify the University of South Florida. Employees who are convicted of a drug-related offense within ten (10) days of the date of conviction are required to notify the University of South Florida.

Copies of the notification will be immediately submitted to the President and the Vice President for Research & Innovation. The notification will also be submitted to the Vice President for Academic Affairs and the Vice President for Student Affairs. The notification will also be submitted to the Vice President for International Affairs and the Vice President for Information Technology.

Notifying Federal Agencies

The University of South Florida is a federal contractor and is required to notify federal agencies of drug-related convictions. The University of South Florida will notify the Department of Justice, the Department of Education, and the Department of Health and Human Services. The University of South Florida will also notify the Department of Labor, the Department of State, and the Department of Defense.

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**Considering Sanctions for Employees**

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