



## PERSONNEL CABINET

**Ernie Fletcher**  
Governor

501 High Street, 3<sup>rd</sup> Floor  
Frankfort, Kentucky 40601  
Phone (502) 564-7430  
Fax (502) 564-7603  
<http://personnel.ky.gov>

**Brian J. Crall**  
Secretary

### MEMORANDUM

**PERSONNEL MEMO 07-22**

**TO:** All State Employees  
**FROM:** Brian J. Crall, Secretary  
**DATE:** September 17, 2007  
**SUBJECT:** Drug-Free Workplace

A handwritten signature in blue ink, appearing to read "BJC", is placed over the "FROM:" line of the memorandum.

In 1988, the United States Congress enacted the Anti-Drug Abuse Act (41 U.S.C.A. §§701-707) which requires recipients of federal funds to certify that they have met requirements designed to promote a drug-free workplace. In compliance with this Act, and at the direction of the Governor, all state employees are notified that:

- A. The unlawful manufacture, distribution, dispensation, possession or use of any controlled substance is strictly prohibited in the workplace and any employee found to be in violation will be subject to disciplinary action by the Appointing Authority for misconduct which may include sanctions up to and including dismissal from state service, in accordance with State Law.
- B. The Personnel Cabinet will continue to improve drug-free awareness programs through employee assistance and, in cooperation with state agencies, to eradicate the dangers that drugs in the workplace create for our employees. State-supported health insurance provides coverage for employees referred to or seeking treatment for drug and alcohol related problems.
- C. Compliance with drug-free workplace requirements is a condition of continued employment with State government for all state employees. Each employee is obligated, on pain of disciplinary action, to report any conviction he or she receives as a result of a violation of any criminal drug statute violation occurring in the workplace within five (5) days of such conviction. Such a report is to be made to the employee's Appointing

Drug-Free Workplace

September 17, 2007

Page 2

Authority and is required by federal law and the agency is obligated to report such conviction to the federal grantor within ten (10) days after it receives notice.

- D. Employees found to be in violation of drug-free workplace requirements may face disciplinary action up to and including dismissal or may be required to satisfactorily participate in a drug abuse assistance or treatment program.
- E. Employees who have questions concerning this directive are encouraged to contact their supervisor, or to call the Personnel Cabinet's Employee Assistance Program at (502) 564-5788.

BJC:sc