



## PERSONNEL CABINET

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www.personnel.ky.gov

Steven L. Beshear  
Governor

Tim Longmeyer  
Secretary

PERSONNEL MEMO 14-01

**TO:** Constitutional Officers  
Cabinet Secretaries  
Agency Heads  
HR Administrators

**FROM:** Tim Longmeyer, Secretary

**DATE:** January 6, 2014

**SUBJECT:** Annual State Certification for Drug-Free Workplace Federal Grants  
October 1, 2013 - September 30, 2014

Pursuant to current federal regulations, I must submit the state certification on behalf of all state agencies to the following:

- U.S. Department of Agriculture
- U.S. Department of Commerce
- U.S. Department of Defense
- U.S. Department of Education
- U.S. Department of Energy
- U.S. Department of Health and Human Services
- U.S. Department of Homeland Security
- U.S. Housing and Urban Development
- U.S. Department of the Interior
- U.S. Department of Justice
- U.S. Department of Labor
- U.S. Department of Transportation
- Appalachian Regional Commission
- Corporation for National and Community Service
- U.S. Department of Veterans' Affairs
- U.S. Elections Assistance Commission
- U.S. Environmental Protection Agency
- Equal Employment Opportunity Commission
- Institute of Museum and Library Services
- National Endowment for the Arts
- National Endowment for the Humanities
- National Historic Publications & Records Commission
- Office of National Drug Control Policy
- Small Business Administration
- U.S. Social Security Administration
- U.S. Treasury

For all other federal agencies, state agencies must submit a copy of the enclosed certification with each grant application.

Enclosed is your agency's copy of the Kentucky State Certification for Federal Grants under the provisions of the Drug-Free Workplace Act for Federal Fiscal Year 2013 - 2014. This certification will be valid from October 1, 2013 through September 30, 2014.

If you have any questions or concerns, please feel free to contact Joyce Wilcher at (502) 564-7430 or via email at [joyce.wilcher@ky.gov](mailto:joyce.wilcher@ky.gov).

Thank you for your continued cooperation.

TL: jw

Attachments: Annual Certification for Drug-Free Workplace Federal Grants  
Agency Federal Funding Source 2013-2014



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**Kentucky State Government  
Annual Multiple Agency Certification Regarding  
Drug-Free Workplace Requirements  
Federal Fiscal Year 2013/2014  
October 1, 2013 - September 30, 2014**

Pursuant to Executive Order 96-611 issued by the Governor of the Commonwealth of Kentucky on May 15, 1996, (attached as Appendix A) I, Tim Longmeyer, Secretary, Personnel Cabinet, do hereby certify, on behalf of the Executive Branch of Kentucky State Government, that all of its agencies are in compliance with the Drug-Free Workplace Act of 1988, and has:

- I. Published a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition (attached as Appendix B);
- II. Established an ongoing drug-free awareness program to inform employees about:
  - A. The dangers of drug abuse in the workplace;
  - B. The grantee's policy of maintaining a drug-free workplace;
  - C. Available drug counseling, rehabilitation, and employee assistance programs; and
  - D. The penalties that may be imposed upon employees for drug abuse violations;
- III. Made it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (I);
- IV. Notified each employee in the statement required by paragraph (I) that as a condition of employment under the grant the employee will:
  - A. Abide by the terms of the statement; and
  - B. Notify the employer of any criminal drug statute conviction for a violation in the workplace no later than five days after the conviction;;
- V. Established a policy which the employer will notify the granting agency in writing, within ten days after receiving notice under subparagraph (IV)(B) from an employee or otherwise receiving actual notice of such conviction;
- VI. Established a policy under which the employer will impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee who is convicted; as required by 41 U.S.C. § 8104;

VII. Made a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs I through VI.

Commonwealth of Kentucky, State Government  
**Organization Name**

Tim Longmeyer- Personnel Cabinet  
**Name and Title of Authorized Representative**

*Tim Longmeyer*  
**Signature**

January 6, 2014  
**Date**



PAUL E. PATTON  
GOVERNOR

EXECUTIVE ORDER

96-611

May 15, 1996

Secretary of State  
Frankfort  
Kentucky

RELATING TO DRUG-FREE WORKPLACE POLICY  
COMMONWEALTH OF KENTUCKY

WHEREAS, in 1988, the United States Congress enacted the Anti-Drug Abuse Act (Public Law 100-690) which requires recipients of federal grants to certify that they have met the requirements designed to promote a drug-free workplace; and

WHEREAS, the Commonwealth of Kentucky has maintained a policy of prohibiting the manufacture, distribution, possession, and use of controlled substance drugs in the workplace and of enforcing such prohibition through disciplinary action against offenders while providing a program of rehabilitation and counseling through its Employee Assistance program and through the State-supported health insurance programs; and

WHEREAS, the unlawful manufacture, distribution, possession and use of controlled substances in the workplace constitutes a serious hazard to the health, safety and welfare of State employees as well as to the health, safety and welfare of the public they serve; and

WHEREAS, it is deemed appropriate that the Secretary of the Personnel Cabinet notify State employees of the penalties, programs and reporting requirements of the Anti-Drug Abuse Act of 1988:

NOW, THEREFORE, I, PAUL E. PATTON, Governor of the Commonwealth of Kentucky, do hereby order and direct the Secretary of the Personnel Cabinet to issue written notice to each employee of the Commonwealth of Kentucky, advising of the requirements of the Anti-Drug Abuse Act of 1988, of the range of penalties that may be imposed for violations, and of the rehabilitation and counseling programs that are available.

The Secretary of the Personnel Cabinet is authorized and directed to certify compliance with the Anti-Drug Abuse Act of 1988 to the appropriate federal grantor agency upon issuance of notice to State employees.

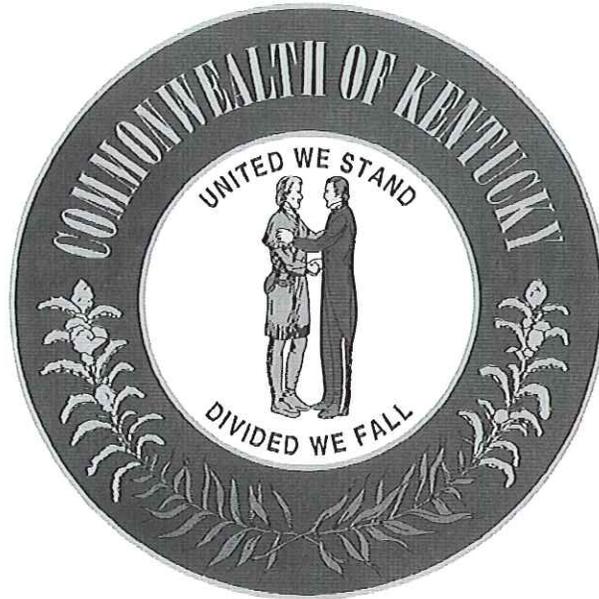
This Order is effective upon execution.

PAUL E. PATTON  
Governor

JOHN Y. BROWN III  
Secretary of State

APPENDIX A

# EMPLOYEE HANDBOOK



Revised: September 2013

Steven L. Beshear, Governor  
Commonwealth of Kentucky

Tim Longmeyer, Secretary  
Personnel Cabinet

## COMMONWEALTH OF KENTUCKY

### PERSONNEL CABINET

### DEPARTMENT OF HUMAN RESOURCES ADMINISTRATION

501 High Street, 3<sup>rd</sup> Floor  
FRANKFORT, KENTUCKY 40601  
Phone (502) 564-7571  
Fax (502) 564-1823  
[www.personnel.ky.gov](http://www.personnel.ky.gov)  
<https://khris.ky.gov>

KentuckyUnbridledSpirit.com



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## Introduction

Kentucky state government has made a commitment to you guaranteeing equal employment opportunity and does not discriminate on the basis of race, color, national origin, sex, age, religion, sexual orientation, gender identity, veteran status, genetic information and disability in accordance with state and federal laws.

The law also provides other legal protections against retaliation in employment based on political affiliations or beliefs and employees who report wrongdoing to the appropriate authorities. With programs like the Employee Suggestion System and educational opportunities for career development, the state has promised to recognize and reward resourceful and productive employees.

When you accepted a state position, you also made a commitment to your employer. As a state employee, you are subject to certain laws and regulations as well as your agency’s policies. You are also entitled to certain benefits. When you have questions about your responsibilities or benefits, consult the table of contents of this handbook.

For further assistance, contact your agency’s human resource administrator. Not sure who that is? Consult the Agency HR Directory at <https://personnel.ky.gov/pages/agencies.aspx>.

Also, be sure to regularly check the Personnel Cabinet’s web site at <http://personnel.ky.gov/> for news and announcements that directly affect your employment as well as watch the bulletin boards in your agency for information that will keep you up to date.

\*\*\*\*\*

*This handbook is not a contract nor do the statements contained in it have the force of law. Personnel laws and regulations may modify or supersede any or all statements in this handbook. For more information, employees should see their Human Resource Administrator and refer to the current edition of the Kentucky Revised Statutes, Chapter 18A, and Title 101 of the Kentucky Administrative Regulations.*

*This handbook is available in an accessible format upon request.*

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## **Drug-Free Workplace**

In 1988, the United States Congress enacted the Anti-Drug Abuse Act (P.L. 100-690), 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:

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 the State law.

- 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.
- Employees are notified that compliance with drug-free workplace requirement is a condition of continued employment with State Government. Each employee is obligated 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. Failure to report a conviction may result in disciplinary action. Such a report is to be made to the employee's Appointing 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.
- 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.

Employees who have questions concerning this directive are encouraged to contact their supervisor or the Kentucky Employee Assistance Program at (502) 564-5788. For more information please check our website at <https://personnel.ky.gov/Pages/Substance-Abuse.aspx>.



Steven L. Beshear  
Governor

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Tim Longmeyer  
Secretary

**MEMORANDUM**

**PERSONNEL MEMO 13-31**

**TO:** All State Employees  
**FROM:** Tim Longmeyer, Secretary **TML**  
**DATE:** December 2, 2013  
**SUBJECT:** Drug-Free Workplace

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The federal statute governing drug-free workplace requirements for federal grant recipients requires recipients of federal funds to certify that they have met requirements designed to promote a drug-free workplace (41 U.S.C. § 8103). In compliance with this Act, and at the discretion 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 occurring in the workplace within five (5) days of such conviction. Such a report is to be made to the employee's Appointing 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.

Feel free to contact your supervisor or the Personnel Cabinet's Kentucky Employee Assistance Program at (502) 564-5788 with any questions concerning this directive.



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**STATE AGENCIES FEDERAL FUNDING SOURCES 2013/2014**  
(As of October 30, 2013)

**STATE AGENCY**

**FEDERAL FUNDING AGENCY**

**General Government Cabinet**

**Department of Agriculture**

U.S. Department of Agriculture  
Environmental Protection Agency  
U.S. Department of Defense

**Department of Military Affairs**

U.S. Department of Defense  
U.S. Department of Transportation  
U.S. Department of Health & Human Services  
U.S. Department of Homeland Security  
U.S. Department of Justice

**Department of Local Government**

Appalachian Regional Commission  
U.S. Department of Housing & Urban Development  
Community Development Block Grant  
Neighborhood Stabilization Program  
U.S. Department of the Interior  
Land & Water Conservation Fund  
U.S. Department of Transportation  
Recreational Trails Program

**Council on Postsecondary Education**

U.S. Department of Education

**Kentucky Commission on Human Rights**

U.S. Department of Housing & Urban Development  
Equal Employment Opportunity Commission

**Kentucky Infrastructure Authority**

U.S. Environmental Protection Agency

**Kentucky Department of Veterans' Affairs**

U.S. Department of Veterans' Affairs

**Office of the Governor**

U.S. Department of Defense  
U.S. Department of Health & Human Services

**Office of Homeland Security**

U.S. Department of Homeland Security

**State Board of Elections**

U.S. Department of Health & Human Services  
Administration for Children & Families  
Administration on Developmental Disabilities  
U.S. Election Assistance Commission

**Secretary of State**

U.S. Department of Defense  
Federal Voting Assistance Program

**STATE AGENCIES FEDERAL FUNDING SOURCES 2013/2014**  
(As of October 30, 2013)

**Office of Attorney General**

**Office of Medicaid Fraud & Abuse Control**  
**Office of Victims Advocacy**  
**Office of Prosecutors Advisory Council**  
**Office of Criminal Appeals**  
**Department of Criminal Investigations**

U.S. Department of Health & Human Services  
U.S. Department of Justice  
U.S. Department of Transportation  
U.S. Department of Justice  
U.S. Social Security Administration

**Transportation Cabinet**

U.S. Department of Agriculture  
U.S. Department of Defense  
U.S. Department of Energy  
U.S. Department of Homeland Security  
Federal Emergency Management Agency  
U.S. Department of Transportation\*  
Federal Aviation Administration  
Federal Highway Administration\*  
Federal Motor Carrier Safety Administration  
Federal Railroad Administration  
Federal Transit Administration  
National Highway Traffic & Safety Administration  
(\*Includes ARRA & Federal Lands Highway)

**Economic Development Cabinet**

Small Business Administration  
U.S. Treasury

**Finance & Administration Cabinet**

**Kentucky Higher Education Assistance Authority**  
**Commonwealth Office of Technology**  
**Office of Geographic Information Systems**  
**Office of the Secretary**

U.S. Environmental Protection Agency  
U.S. Department of Education  
U.S. Department of Commerce  
U.S. Department of Interior  
U.S. Department of the Interior  
U.S. Department of Justice  
U.S. Department of Energy

**Tourism, Arts & Heritage Cabinet**

**Department of Fish and Wildlife**  
  
  
  
  
  
  
  
  
  
**Kentucky Arts Council**  
  
**Kentucky Heritage Council**

U.S. Department of the Interior  
U.S. Fish and Wildlife Service  
U.S. Department of Agriculture  
U.S. Department of Homeland Security  
U.S. Coast Guard  
U.S. Department of Defense  
U.S. Army Corps of Engineers  
U.S. Department of Justice  
  
National Endowment for the Arts  
  
U.S. Department of the Interior

**STATE AGENCIES FEDERAL FUNDING SOURCES 2013/2014**  
(As of October 30, 2013)

**Kentucky Historical Society**

National Park Service

National Endowment for the Humanities  
Institute of Museum and Library Services  
U.S. Department of Transportation  
Federal Highway Administration

**Kentucky Department of Parks**

U.S. Department of Transportation  
Federal Highway Administration

**Education and Workforce Development Cabinet**

**Department of Education**

U.S. Department of Education  
U.S. Department of Health & Human Services  
U.S. Department of Agriculture  
U.S. Department of Energy

**Educational Professional Standards Board**

U.S. Department of Defense  
U.S. Department of Education

**Kentucky Dept. for Libraries & Archives**

Institute for Museum & Library Services  
U.S. Department of Commerce (NTIA/BTOP)  
National Historic Publications & Records  
Commission

**Kentucky Educational Television (KET)**

U.S. Department of Commerce (NITA/PTFP)

**Department of Workforce Investment**

Office for the Blind  
Office of Vocational Rehabilitation  
Office of Employment and Training

U.S. Department of Education-RSA  
U.S. Department of Education-RSA  
U.S. Department of Labor

**Energy & Environment Cabinet**

U.S. Environmental Protection Agency  
U.S. Department of Interior  
U.S. Department of Energy  
U.S. Department of Defense  
U.S. Department of Homeland Security  
U.S. Department of Agriculture  
U.S. Department of Transportation  
U.S. Department of Labor  
U.S. Department of Health and Human Services

**Labor Cabinet**

U.S. Department of Labor

**Public Protection Cabinet**

U.S. Department of Justice  
U.S. Department of Health & Family Services

**STATE AGENCIES FEDERAL FUNDING SOURCES 2013/2014**  
(As of October 30, 2013)

**Health and Family Services Cabinet**

U.S. Department of Agriculture  
U.S. Department of Health and Human Services  
U.S. Department of Energy  
U.S. Department of Education  
Corporation for National and Community Service  
U.S. Environmental Protection Agency  
U.S. Department of Labor  
Social Security Administration  
U.S. Department of Justice  
U.S. Department of Defense

**STATE AGENCIES FEDERAL FUNDING SOURCES 2013/2014**  
(As of October 30, 2013)

**Justice and Public Safety Cabinet**

**Office of the Secretary**

U.S. Department of Justice

**Department of Criminal Justice Training**

U.S. Department of Transportation-Governor's  
Highway Safety Program  
U.S. Department of Justice-Violence Against  
Women Act Grant

**Department of Corrections**

U.S. Department of Education  
U.S. Department of Health & Human Services  
Substance Abuse and Mental Health Services  
Administration  
U.S. Department of Justice

**Department of Public Advocacy**

U.S. Department of Health and Human Services  
U.S. Department of Education  
U.S. Social Security Administration  
U.S. Department of Justice

**Department of Juvenile Justice**

U.S. Department of Justice  
U.S. Department of Health and Human Services

U.S. Department of Education

**Kentucky State Police**

U.S. Department of Homeland Security  
U.S. Department of Justice  
U.S. Department of Transportation (NHTSA)  
U.S. Department of Transportation (MCSAP)  
U.S. Department of Health & Human Services  
U.S. Office of National Drug Control Policy  
U.S. Department of Commerce  
U.S. Department of Treasury  
U.S. Department of Education