



**MATTHEW G. BEVIN**  
GOVERNOR

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**THOMAS B. STEPHENS**  
SECRETARY

**MEMORANDUM**

**PERSONNEL MEMO 17-13**

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

**FROM:** Thomas B. Stephens, Secretary

A handwritten signature in blue ink, appearing to read "TBS", located next to the "FROM:" line.

**DATE:** October 4, 2017

**RE:** Annual State Certification for Drug-Free Workplace Federal Grants  
October 1, 2017 - September 30, 2018

Attached 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 2017. Your agency may be required to submit a copy of this certification when applying for federal funding. The certification is valid from October 1, 2017 through September 30, 2018.

If you have any questions or concerns, please feel free to contact Rosemary G. Holbrook at (502) 564-6761 or via email at [rosemaryg.holbrook@ky.gov](mailto:rosemaryg.holbrook@ky.gov).

Thank you for your continued cooperation.

Attachments: Annual Certification for Drug-Free Workplace Federal Grants  
Agency Federal Funding Source 2017-2018

**Kentucky State Government  
Annual Multiple Agency Certification Regarding  
Drug-Free Workplace Requirements  
Federal Fiscal Year 2017/2018  
October 1, 2017 - September 30, 2018**

Pursuant to Executive Order 96-611 issued by the Governor of the Commonwealth of Kentucky on May 15, 1996, (attached as Appendix A) I, Thomas B. Stephens, 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 it 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**

Thomas B. Stephens - Personnel Cabinet

**Name and Title of Authorized Representative**



**Signature**

October 1, 2017

**Date**



PAUL E. PATTON  
GOVERNOR

EXECUTIVE ORDER

96-611

Secretary of State  
Frankfort  
Kentucky

May 15, 1996

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 30, 2016*

Issued by:

**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>

*\*This handbook is reviewed annually, but is subject to change at any time based on the necessity for updates.*

APPENDIX B

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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 18A of the Kentucky Revised Statutes and Title 101 of the Kentucky Administrative Regulations.

The Employee Handbook is always available electronically on the Personnel Cabinet's website. If another format is needed, a request may be submitted to the Department of Human Resources Administration, through the agency human resource administrator.

## Drug-Free Workplace

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:

- 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.
- Compliance with drug-free workplace requirements is a condition of continued employment with State Government. 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.
- 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>.

### **LEGAL REFERENCES:**

KRS 18A.043

41 U.S.C. § 8103





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**GOVERNOR**

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**THOMAS B. STEPHENS**  
**SECRETARY**

**MEMORANDUM**

**PERSONNEL MEMO 17-09**

**TO:** All State Employees

**FROM:** Thomas B. Stephens, Secretary 

**DATE:** August 22, 2017

**RE:** Drug-Free Workplace

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 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. Failure of any employee to report his or her conviction to the appointing authority may result in disciplinary action. 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.

**STATE AGENCIES' FEDERAL FUNDING SOURCES 2017/2018**  
(As of September 30, 2017)

**STATE AGENCY**

**FEDERAL FUNDING AGENCY**

**General Government Cabinet**

**Department of Agriculture**

U.S. Department of Agriculture  
U.S. 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  
- Federal Emergency Management Agency  
U.S. Department of Justice

**Department for Local Government**

U.S. Department of Housing & Urban Development  
- Appalachian Regional Commission  
- 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  
Delta Regional Authority

**Council on Postsecondary Education**

U.S. Department of Education  
U.S. Department of Agriculture

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

**Office of the Governor**

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

**Early Childhood Advisory Council**

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

**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

# **STATE AGENCIES' FEDERAL FUNDING SOURCES 2017/2018**

(As of September 30, 2017)

**Secretary of State**

U.S. Department of Defense  
- Federal Voting Assistance Program

**Kentucky Communications Network Authority**

U.S. Department of Commerce

## **Office of Attorney General**

**Office of Medicaid Fraud & Abuse Control**  
**Office of Victims Advocacy**  
**Office of Prosecutors Advisory Council**  
**Office of Child Abuse & Human Trafficking**  
**Prevention and Prosecution**  
**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  
U.S. Executive Office of the President (CFDA  
95.011)

## **Transportation Cabinet**

U.S. Department of Defense  
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**

U.S. Small Business Administration  
U.S. Department of Treasury

## **Finance & Administration Cabinet**

**Kentucky Higher Education Assistance Authority**

U.S. Department of Education

**Commonwealth Office of Technology**

U.S. Department of Agriculture  
U.S. Department of Commerce  
U.S. Department of Interior  
Tennessee Valley Authority

**Department of Revenue**

U.S. Department of Treasury  
- Internal Revenue Service

# STATE AGENCIES' FEDERAL FUNDING SOURCES 2017/2018

(As of September 30, 2017)

## Tourism, Arts & Heritage Cabinet

### Department of Fish and Wildlife

U.S. Department of the Interior  
U.S. Department of Agriculture  
U.S. Department of Homeland Security  
U.S. Department of Defense

### Kentucky Arts Council

National Endowment for the Arts  
U.S. Department of Agriculture

### Kentucky Heritage Council

U.S. Department of the Interior  
- National Park Service

### Kentucky Historical Society

Institute of Museum and Library Services  
National Endowment for the Humanities  
National Archives and Records Administration  
- National Historical Publications and Records  
Commission

### Kentucky Department of Parks

U.S. Department of Transportation  
- Federal Highway Administration  
U.S. Department of Homeland Security  
Federal Emergency Management Agency  
U.S. Department of the Interior  
- National Park Service

## 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

### Educational Professional Standards Board

U.S. Department of Education

### Kentucky Dept. for Libraries & Archives

Institute for Museum & Library Services  
National Archives and Records Administration  
- National Historical Publications and Records  
Commission

### Kentucky Educational Television (KET)

U.S. Department of Agriculture

### Department of Workforce Investment

Office for the Blind

Office of Vocational Rehabilitation

U.S. Department of Education - RSA  
U.S. Department of Health & Human Services  
U.S. Department of Education - RSA

# **STATE AGENCIES' FEDERAL FUNDING SOURCES 2017/2018**

## **(As of September 30, 2017)**

Office of Employment and Training

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

Office of the Secretary

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

Kentucky Environmental Education Council

U.S. Environmental Protection Agency

### **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

### **Labor Cabinet**

U.S. Department of Labor

### **Public Protection Cabinet**

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

### **Cabinet for Health and Family Services**

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  
U.S. Social Security Administration  
U.S. Department of Justice  
U.S. Department of Defense

### **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 Health and Human Services –  
Kentucky Prescription Drug Overdose  
Prevention Program

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

**STATE AGENCIES' FEDERAL FUNDING SOURCES 2017/2018**  
(As of September 30, 2017)

**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

**Kentucky State Police**

U.S. Department of Agriculture Food and  
Nutrition Service  
U.S. Department of Homeland Security  
U.S. Department of Justice  
U.S. Department of Transportation\*  
U.S. Department of Health & Human Services  
U.S. Executive Office of the President  
- Office of National Drug Control Policy  
U.S. Department of Commerce  
U.S. Department of Treasury  
U.S. Executive Office of the President  
(CFDA#95.001)  
(\*Includes NHTSA, MCSAP & FHWA)