

Alabama Unified Judicial System  
Drug-Free Workplace Policy

1. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in any UJS workplace.
2. “Controlled Substance” includes any drug listed in 21 USC Section 812 and other federal regulations including, but not limited to, heroin, marijuana, cocaine, PCP, diet pills, tranquilizers, anti-depressants, and methamphetamine. It includes legal drugs which are not prescribed by a physician. No differentiations will be made between users and sellers.
3. Employees, volunteers, or interns who violate this policy will be subject to disciplinary measures up to and including termination or dismissal for the first offense.
4. Drug counseling, rehabilitation, and employee assistance is available for State employees through local Mental Health Centers, in conjunction with the State Employees’ Health Insurance Plan. (Blue Cross/Blue Shield administered plan).
5. Employees, volunteers, or interns convicted of a workplace violation of a criminal drug statute must inform their administrator within five days of the conviction. A conviction means a finding of guilt (including a plea of nolo contendere) or sentencing by a judge or jury in any federal or state court.
6. Each current and future employee, volunteer, or intern will be expected to acknowledge this policy as a condition of employment or service by signing a form PERS-16 when other initial employment personnel forms are completed.

Alabama Unified Judicial System  
Acknowledgement of Drug Policy

I hereby certify that I have received a copy of the UJS policy on the maintenance of a Drug-Free Workplace. I understand that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in any UJS workplace is prohibited. I further understand that any violation of this policy will result in the appropriate action against the employee, volunteer, or intern involved up to and including termination or dismissal.

I agree to abide by the policy as stated and will notify my administrator within five days if I am convicted of violating a criminal drug statute in the workplace.

I further realize that federal law mandates that my employer communicate this conviction to a federal agency that provides federal funds to the UJS, and I hereby waive any and all claims that may arise from conveying this information to the federal agency.

Signature \_\_\_\_\_

Name (typed or printed) \_\_\_\_\_

Administrator \_\_\_\_\_

County \_\_\_\_\_

Date \_\_\_\_\_