

**UNIVERSITY OF SOUTH FLORIDA SYSTEM
OFFICE OF RESEARCH & INNOVATION**

**Drug-Free Workplace
Drug Conviction Notification Procedure**

Overview

In accordance with the Drug-Free Workplace Act of 1988, Public Law 100-690, and USF Policy 0-610, a USF system employee engaged in the performance of work under a contract or grant from a federal agency must notify the USF system of his/her conviction for violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction. In addition, the USF system must notify the appropriate Federal agency of such conviction within ten (10) calendar days after receiving notification from the employee or after receiving notification of the conviction by other means.

Reporting Workplace Drug Convictions

Within five (5) calendar days following the date of conviction for violation of a criminal drug statute occurring in the workplace, the employee shall report such conviction in writing to his/her immediate supervisor or department head. The written notification should include the date of conviction and a description of the conviction and the sanctions involved.

Copies of the notification will be immediately submitted by the supervisor or department head to the area Vice President, the Vice President for Research & Innovation, and Human Resources (for non-faculty) or Faculty Relations in the Provost's Office or Health Sciences Center (for faculty), as applicable. The department must also provide in writing the identification number(s) of the affected contract or grant.

Notifying Federal Agencies

The Vice President for Research & Innovation is the administrative official responsible for notification of Federal contracting or granting agencies of applicable workplace drug convictions. The Vice President for Research & Innovation/designee shall notify, in writing, the appropriate Federal agency within ten (10) calendar days after receiving notification that an employee engaged in the performance of work under a contract or grant has a criminal drug statute conviction for a violation occurring in the workplace. The written notification shall include the employee's name, job title, and the identification number(s) of the affected contract or grant.

Unless the Federal agency has designated a central point for receipt of such notices, the Vice President for Research & Innovation/designee shall provide written notice, including employee's name and job title, to every officer/designee under whose contract or grant the convicted employee was working.

Considering Sanctions for Employees

Upon receipt of a copy of the notification from the employee's department, Human Resources (for non-faculty) or Faculty Relations in the Provost's Office or USF Health (for faculty), as applicable, will contact the department of action to be taken, including possible discipline, and/or the requirement that the employee participate in a drug abuse assistance or rehabilitation program as a continued condition of employment. Appropriate action must be taken within thirty (30) calendar days.

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