STATE OF NEBRASKA
DRUG-FREE WORKPLACE POLICY

The State of Nebraska is committed to providing and employment environment that is safe and provides appropriate motivation to ensure a creative and productive work force. To this end, the State unequivocally endorses the philosophy that the workplace should be free from the detrimental effects of illicit drugs. To ensure worker safety and workplace integrity, the State of Nebraska, through this document, establishes a Drug-Free Workplace Policy. Compliance with and adherence to this Policy is required by State employees and those who engage or seek to engage in business with the State as specified in this Policy.

This Drug-Free Workplace Policy for the State of Nebraska prohibits the unlawful manufacture, distribution, possession or use of controlled substances in the workplace. Any employee found to be in violation of this Policy will be subject to appropriate discipline and/or may be required to successfully complete an approved drug abuse program sponsored by a private or governmental organization.

The term "controlled substance" refers to any drug listed in 21 U.S.C. 812 and other federal regulations. Such drugs include but are not limited to heroin, marijuana, cocaine, crack and PCP. They also include "legal drugs" which are not prescribed by a physician.

To implement this Policy, the State of Nebraska, through its administrative entities, will adhere to the following procedures:

1. Each agency/administrative entity will establish individual policies which meet the requirements of federal law and state policy. Models have been provided.

2. Each agency will ensure that all employees and each new hire will receive a copy of the State and agency Drug-Free Workplace Policies.

3. Each employee will be required to sign and date a statement certifying that she/he has received and read a copy of the agency Drug-Free Workplace Policy. The signed and dated statement will be forwarded to the individual in charge of personnel records and will be permanently maintained in the employee's personnel file.

4. All current employees will receive drug awareness training. New hires will receive the training within the first six months of date of hire. Training information will, at minimum, consist of:

   A. A definition of drug abuse;
   B. Information on specific drugs and the effects of drug abuse;
   C. Dangers of drug abuse in the workplace;
   D. Availability of counseling and treatment services; and
   E. Disciplinary actions which may be imposed on employees for violation of this Policy.

5. If an employee violates the Drug-Free Workplace Policy and/or is convicted of violating any criminal drug statutes in the workplace, she/he will be subject to discipline, up to and including termination, according to established Rules and Regulations of the DAS-State Personnel Division or applicable labor agreements.

6. Agencies, administrative entities and employees are to strictly follow all reporting requirements for drug statute conviction notification as specified in federal law and state and agency policies.

To further strengthen the State of Nebraska Drug-Free Workplace Policy, all businesses, individuals, and organizations engaging in, or seeking to engage in, business with the State must establish and provide proof of a drug free workplace policy.

All code agencies are directed to comply with the provisions of this Policy. All efforts will be made to continually educate employees to the ill effects of illegal drug use and to the benefits of conducting impairment-free lifestyles. All non-code agencies are wholeheartedly encouraged to follow the guidelines of this Policy and help citizens of the State realize the need for a drug free Nebraska.

Dave Heineman,
Governor