



STATE OF MICHIGAN
EXECUTIVE OFFICE
LANSING

RICK SNYDER
GOVERNOR

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LT. GOVERNOR

DRUG-FREE WORKPLACE NOTICE

April 1, 2012

The State of Michigan recognizes the need for each employee to work in a safe and healthy environment. It also recognizes that any improper use of controlled substances is not only a subject of great concern to our society, but also can significantly impact the workplace and provide a serious threat to public health, safety, and welfare. As an employer of more than 48,000 classified and unclassified employees and officials, Michigan has a drug-free policy by which all employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the workplace or while performing assigned activities. An employee or official who violates this prohibition will be subject to disciplinary action, up to and including dismissal.

The State of Michigan has also taken steps, consistent with law, to deter the incidence of illicit drug use among employees as one means of promoting a safe and productive workplace. These steps include educating employees about the dangers of such drug use, criminal penalties for certain types of controlled substances, and implementing mandatory drug and alcohol testing policies and programs. Such programs have been approved by the Michigan Civil Service Commission as the result of collective bargaining and through rule changes for non-exclusively represented employees.

All State employees must (1) abide by the terms of this notice and (2) notify their supervisor and human resources office, in writing, of a conviction for a violation of a criminal drug statute occurring in the workplace, no later than five calendar days after such conviction. If the convicted employee is working under a federal agency's grant, that employee's department must notify the granting agency in writing within ten calendar days of receiving such notice from the employee or otherwise receiving actual notice of such conviction. This notification must include the employee's name, the position title, and the identification number of the affected grant.

In addition, within 30 calendar days of receiving notice of the conviction, the employee's department must do one of the following (1) take appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended, or (2) require the employee to participate satisfactorily in a drug-abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

In the spirit and letter of the law, we are renewing our commitment to these provisions which are consistent with negotiated labor contracts and civil service rules. These provisions apply to all classified and unclassified state employees and all non-elected officials in state departments.

Rick Snyder
Governor

Jeremy S. Stephens
State Personnel Director