

## **NOTICE**



### ***DRUG FREE WORKPLACE ACT OF 1988***

EMPLOYEES ENGAGED IN THE PERFORMANCE OF DUTIES UNDER A FEDERAL, STATE OR LOCAL GRANT ARE PROHIBITED FROM THE UNLAWFUL MANUFACTURE, DISTRIBUTION, DISPENSATION, POSSESSION OR USE OF A CONTROLLED SUBSTANCE IN THE WORK PLACE.

EMPLOYEES ENGAGED IN THE PERFORMANCE OF DUTIES UNDER A FEDERAL, STATE OR LOCAL GRANT WHO ARE CONVICTED OF A DRUG STATUTE VIOLATION IN THE WORKPLACE MUST NOTIFY THEIR ELECTED OFFICIAL OR DEPARTMENT HEAD, IN WRITING, WITHIN FIVE (5) CALENDAR DAYS OF SUCH CONVICTION.

FAILURE TO COMPLY WITH THE REQUIREMENTS OF THE DRUG FREE WORKPLACE ACT OF 1988 WILL RESULT IN DISCIPLINE, UP TO AND INCLUDING TERMINATION OF EMPLOYMENT.

ADDITIONAL INFORMATION IS AVAILABLE IN THE EMPLOYEE INFORMATION MANUAL, SECTION 300, OR BY CONTACTING HUMAN RESOURCES AT 281-341-8624.



### ***Fort Bend County Policy on Drug and Alcohol Detection and Deterrence Section 300, Fort Bend County Employee Information Manual***

All Fort Bend County employees are subject to the provisions of the County's policy on Drug and Alcohol Detection and Deterrence, Section 300 of the Employee Information Manual. Copies of the policy are provided to all new employees at Orientation, and the policy is available on the County website. Violations of the policy will result in discipline, up to and including termination of employment.

### ***EMPLOYEE ASSISTANCE PROGRAM***

Employees who may be experiencing problems with drug or alcohol abuse, misuse, addiction or dependency should contact the Fort Bend County Employee Assistance Program (EAP), for confidential assistance. EAP contact information:



1-866-327-2400 or email [eap@deeroaks.com](mailto:eap@deeroaks.com)  
or log into: [www.deeroaks.com](http://www.deeroaks.com) (login/password: fortbend)