

UNIVERSITY OF SOUTH FLORIDA
OFFICE OF RESEARCH & INNOVATION

Drug-Free Workplace
Drug Conviction Notification Procedure

Overview

The Drug-Free Workplace Act of 1988 (DFWA) requires federal contractors and subcontractors to maintain a drug-free workplace. The DFWA defines a drug-free workplace as a workplace in which the use, possession, or distribution of controlled substances is prohibited. The DFWA also requires federal contractors and subcontractors to notify the federal government of any drug convictions involving employees who are performing work under a federal contract.

Reporting Workplace Drug Convictions

Employees who are convicted of a drug offense must notify their supervisor within 5 business days of the conviction. The notification must include the name of the employee, the date of the conviction, the name of the court, and the name of the judge. The supervisor must then notify the Office of Research & Innovation within 5 business days of the conviction.

Copies of the notification will be immediately submitted to the Office of Research & Innovation and the appropriate federal agency. The Office of Research & Innovation will then notify the appropriate federal agency of the conviction. The Office of Research & Innovation will also maintain a record of all drug convictions involving employees who are performing work under a federal contract.

Notifying Federal Agencies

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