



# Mississippi College

A CHRISTIAN UNIVERSITY

## DRUG FREE WORKPLACE AGREEMENT

This document is an integral part of your employment agreement at Mississippi College and is to be signed prior to commencing work..

Based on the Drug Free Workplace Act of 1988 enacted by the Congress of the United States, it is required that the University takes certain steps with regard to notification of employees. This includes the fact that the employer must notify the employee that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and that you agree as a condition of employment to:

1. Abide by the terms of the statement above;
2. Notify your employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after the conviction.

If an employee is convicted of such drug violations, the University is required to:

1. Take appropriate personnel action against the employee up to and including termination,
2. Require the employee to participate satisfactorily in a drug abuse assistance program approved by a federal, state, or local health, law enforcement, or other appropriate agency.

I agree to employment at Mississippi College under the terms set forth above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## Employee Understanding of the FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Your understanding of the following information is an integral part of your employment at Mississippi College and is to signed prior to commencing employment.

*I understand that by the virtue of my employment with Mississippi College, I may have access to records which contain individually identifiable information, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act of 1974. I acknowledge that I fully understand that the intentional disclosure by me of this information to any unauthorized person could subject me to criminal and civil penalties imposed by law. I further acknowledge that such willful or unauthorized disclosure also violates Mississippi College's policy and could constitute just cause for disciplinary action including termination of my employment regardless of whether criminal or civil penalties are imposed.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_