



**Acknowledgement of Understanding and Compliance with the Prevention of Alcohol Abuse and Drug Use on Campus and In the Workplace Policy**

I have been advised that the current Personnel Policies and Procedures Manual for Rogers State University is available through the RSU intranet and from the Employment and Benefits Office. I understand that it is my responsibility to read and familiarize myself with the Policies and Procedures contained in this Manual including the Prevention of Alcohol Abuse and Drug Use on Campus and In the Workplace Policy. I understand that I am required to notify my supervisor in writing of a criminal conviction for drugs or alcohol-related offenses occurring in the workplace no later than five (5) calendar days following the conviction. I will abide by the terms of the policy and my signature below acknowledges that I am aware of the Policies and Procedures referred to above.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

**Please forward this signed acknowledgement to the Employment and Benefits Office.**