

*NOTE: While Colorado school districts are not required by law to adopt an exhibit on this subject, some content in this sample reflects legal requirements school districts must follow. This sample contains the content/language that CASB believes best meets the intent of the law. However, the district should consult with its own legal counsel to determine appropriate language that meets local circumstances and needs.*

## **Employee Acknowledgment Form Alcohol and Drug-Free Workplace**

Elbert School District #200

I, THE UNDERSIGNED EMPLOYEE OF Elbert School District #200, have received a copy of the Alcohol and Drug-Free Workplace policy and:

1. I agree to abide by the terms of the policy.
2. I agree to notify my supervisor if I am convicted of violating a criminal drug statute in the workplace no later than five days after the date of such conviction.

\_\_\_\_\_  
Employee name (Printed)

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

Issue Date: 7-28-2015