

MEMORANDUM

To: New Mountwest CTC Employees

From: **Mesha D. Shamblin, Director**
Human Resources, Employee Development & Payroll

Re: Receipt of Mountwest CTC Drug-Free Workplace and Drug-Free School and Communities Policies

The Drug-Free Workplace Act of 1988 requires that employers issue new employees an outline of the duties and responsibilities of employees with respect to the unlawful possession, use, or distribution of illicit drugs and alcohol on the Mountwest CTC campus. Since Mountwest CTC is also a school, the Drug-Free Schools and Communities Act also applies.

Please read the attached information carefully. Your signature below acknowledges your receipt and a commitment to read this information. This signed document will remain in the Human Resources, Employee Development & Payroll office.

Thank you for your cooperation.

Signature

Date