TO: [Insert Employee Name Here]

FROM: Division of Human Resources

DATE: [Insert Date]

SUBJECT: Release Form Regarding Your Responsibilities as an Employee in a Safety-Sensitive Position

Cornell University is a covered employer under the federal Department of Transportation’s Omnibus Transportation Employee Testing Act which carries certain requirements for applicants for safety-sensitive positions. In accordance with this law and with the University’s hiring practices for safety-sensitive positions, the following requirements must be met by you:

As a condition of employment in a safety sensitive function, you will be required to undergo a drug and alcohol test. Your supervisor will provide you with instructions as to where and when to go for the test. You must submit to this testing and test negative as a condition of remaining in this safety-sensitive position. You will also receive a one-hour training on the program on \_\_\_\_\_\_ [Fill in date/time here] \_\_\_in order to understand your rights and responsibilities. At that time you will received a copy of the Cornell University policy, and will be able to raise any questions or concerns you may have about the program.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature Supervisor Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Printed Name Supervisor Printed Name