



Policy Approval/Review Form

This form is used for the approval, amendment, removal or review of a Gordon State College policy. Once authorized with the President's Signature, the policy will be posted to the Gordon State Website. This approval form will be filed in the Office of the President with Cabinet minutes noting approval.

Policy Title *	Drug and Alcohol Testing Policy
Department	Office of Human Resources
Policy Editor	Amy Anderson
Request Type	New ☐ Amended ☐ Removed ☐ Reviewed ☒

OBJECTIVE (Briefly state your purpose.)

Policy was reviewed and remains as is.

RESOURCES AND CONSULTATION (Briefly describe the resources (i.e. website, link) used in developing, amending, removing, or reviewing the policy. Include names of other individuals who assisted with this change.)

No changes needed.

COMMUNICATION PLAN (Identify how information about how the policy will be communicated to the college as well as training plans if applicable.)

N/A

Authorizations

Dean or Supervisor Signature and Date: _____

Cabinet Sponsor (VP) Signature and Date: _____
Madelyn Brown Digitally signed by Madelyn Brown
Date: 2021.06.11 15:27:43 -04'00'

President Signature and Date: _____
Kirk A. Nooks Digitally signed by Kirk A. Nooks
Date: 2021.06.17 08:38:20 -04'00'

***Policy Template must be submitted with this form.**

Gordon State College Drug and Alcohol Testing Policy

Policy

In compliance with the USG drug testing policy, Gordon State College will promote and require a drug-free work place among its employees. Drug and alcohol testing will be performed in accordance with the same regulations and procedures as those prescribed by the Department of Administrative Services (DOAS).

Employees who hold “high risk” positions include those employed in regular or temporary positions where the main duties include: carrying weapons and utilizing arrest powers, providing health care and treatment services, administering medications, driving vehicles, operating heavy machinery or equipment, lab safety, and providing counseling services directly related to substance abuse. These positions will be subject to pre-employment, post-accident and random drug testing. Moreover, all employees are subject to drug testing for evidence of use of illegal drugs in cases of reasonable suspicion. In addition, an employee who has notified his/her supervisor that he/she has a drug related problem and maintains employment under Board of Regents, Policy 8.2.18, Voluntary Disclosure of Drug Use, shall be subject to random drug testing.

Definitions

High Risk – All P.O.S.T. certified law enforcement positions, as well as all transportation positions requiring a CDL, are considered high risk and are subject to drug testing in accordance with this policy. Additionally, Gordon State College has the responsibility of determining which positions on the campus are safety sensitive and considered high risk in their impact to fellow employees and students. Examples of these positions may include, but are not limited to: medical personnel, non-DOT regulated drivers, positions working with children under the age of thirteen (13) and positions working with toxic or hazardous chemicals or equipment. (O.C.G.A. § 45-20-90)

Illegal Drug - Illegal drug includes but is not limited to marijuana/cannabinoids (THC), cocaine, amphetamines/meth-amphetamines, opiates or phencyclidine (PCP), or any controlled substance as defined in O.C.G.A. § 16-13-21. The term illegal drug does not include any drug used pursuant to and in accordance with a valid prescription or when used as otherwise authorized by state or federal law.

Alcohol – The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol including methyl and isopropyl alcohol.

Medical Review Officer – A properly licensed physician who reviews and interprets drug tests and evaluates those results together with medical history or any other relevant biomedical information to confirm positive and negative results.

Notification

Individuals who have been directed to report for drug testing must present themselves to the designated sample collection facility. Human Resources will specify a date and time by which each individual must report for testing. The date and time should be as soon as possible, but not later than two business days following the date the individual receives the notification to report.

An employee selected for drug and/or alcohol testing shall be considered as being on duty for all time necessary to undergo the testing process including such time, if any, as may be required for transportation to and from the same collection facility.

Types of Testing

Pre-Employment Testing

Job notices/announcements/postings for positions that are subject to pre-employment testing shall reference pre-employment drug testing as a condition of employment. Hiring supervisors, department heads, deans, and other department managers are responsible for providing notice in coordination with the Office of Human Resources.

Applicants recommended into a “high risk” position and employees who have not previously performed safety sensitive duties will be required to successfully complete drug testing as a condition of employment. Refusal to consent to a test disqualifies the applicant from state employment for two years from the date that such test was administered or offered, whichever is later in accordance with O.C.G.A. § 45-20- 111.

Refusal or Failure to Appear for Testing:

- 1) An individual who expressly refuses to undergo drug testing or engages in conduct that clearly obstructs the testing process will be deemed to have expressly refused testing;
- 2) An individual who fails to appear for testing after notification by the stated “report by” time, or who refuses to remain readily available for testing will be deemed to have expressly refused testing;
- 3) An individual who fails to provide adequate urine for drug testing without a valid medical reason will be deemed to have expressly refused testing;
- 4) An individual who fails to provide adequate breath or saliva for alcohol testing without a valid medical explanation will be deemed to have expressly refused testing; or;
- 5) If the testing laboratory and the Medical Review Officer determine that the urine sample of a donor is a substituted sample, the donor will be deemed to have expressly refused testing.

Random Testing

All employees in “high risk” positions shall be subject to random drug and/or alcohol testing. Random drug tests are conducted on an unannounced basis on randomly selected employees from pools of employees in “high risk” positions. The annual percentage of covered employees to be tested varies by pool. Random selections in all pools will be made quarterly throughout the year. Human Resources will notify the employee when they have been selected from the pool.

Post-Accident Testing

An employee in a high risk/safety-sensitive position involved in an accident while conducting college business is subject to alcohol and drug testing when:

1. There is vehicle/equipment damage or bodily injury occurring on public roadways; or
2. There is a fatality; or
3. Driver is cited with a traffic violation; or
4. There is reasonable suspicion to believe that the employee's behavior or appearance may indicate alcohol or drug use; or
5. When an employee sustains a work-related injury requiring medical treatment.

A drug test will be administered as soon as possible following an accident. In any instance in which an employee is not tested within specified time limits, Human Resources must prepare and maintain on file a record of the reasons the test was not promptly administered.

Reasonable Suspicion Testing

All individuals performing work for a state employer are subject to reasonable suspicion testing. The observations leading to a referral for testing must be specific, timely, and describable. The determination of reasonable suspicion shall be made by a supervisor or other official who is trained to make such determinations and the Director of Human Resources. With the approval from the Director of Human Resources, the supervisor can require testing after making specific, well-articulated observations concerning the appearance, behavior, speech or odor of the employee. The employee should be reassigned or relieved of duties with pay pending the Medical Review Officer evaluation of the test results.

Disciplinary Action

Applicants who refuse to report for a drug test or who test positive for the use of illegal drugs will not be eligible for employment.

Employees subject to testing (due to either their high risk position or due to reasonable suspicion) who refuse testing or test positive for illegal drugs will be subject to disciplinary action to include removal from the position and/or termination in compliance with the Board of Regents dismissal procedures.

Privacy and Confidentiality

To the extent allowed by law, the identity of any employee who declines a drug test, or who tests positive for drug/alcohol use, shall be withheld from all persons except those who have need for such information in their official capacity.

Date first issued: 7/2011
Date last revised: 5/2021
Issuing Office: Human Resource

List of “High Risk” and “Safety-Sensitive” Positions

Building Maintenance Supervisor
Building Maintenance Crewleader
Building Maintenance Worker
Senior Building Maintenance Worker
Skilled Trades Worker
Mechanic
Grounds Maintenance Supervisor
Grounds Maintenance Worker
Senior Grounds Maintenance Worker
Custodial Supervisor
Custodial Crewleader
Custodian
Senior Custodian

Director of Public Safety
Police Lieutenant
Police Sergeant
Police Officer - Criminal Investigation
Police Officer

Director of Counseling & Accessibility Services Counselor
Senior Counselor
Nurse Practitioner

CDL Drivers (Busdrivers)

Update: May 2021
