

POLICY: 4.8.1. (III.O.1) **Drug-Free Workplace**

Revised: May 1, 2019; March 1, 2012; and May 1, 2003.

Last Reviewed: September 26, 2022; and May 1, 2019.

Adopted: August 3, 1989.



POLICY

The Technical College System of Georgia (TCSG) is committed to providing a working and learning environment that ensures the productivity of TCSG employees and the safety and security of all employees, students, contractors, volunteers, and visitors to TCSG worksites and Technical College campuses. To this end, it is the policy of the State Board of the Technical College System of Georgia that all System worksites, including all associated Technical Colleges, shall be drug-free according to the provisions of the federal Drug-Free Workplace Act of 1988, Georgia's Drug-Free Public Work Force Act of 1990, and applicable State laws and regulations. All Technical College System of Georgia (TCSG) employees, both permanent and temporary, full- and part-time, are covered by these provisions. The Commissioner shall establish procedures to ensure the colleges implement and follow the policy.

All TCSG employees must be advised of this policy. In addition, all newly hired employees must sign the accompanying acknowledgment statement, which will be maintained in their official personnel file.

RELATED AUTHORITY

41 U.S.C. §701 – Drug-Free Workplace Requirements for Federal Contractors.

O.C.G.A. § 16-13-1 et seq. – Dangerous Drugs.

O.C.G.A. § 45-23-1 et seq. – Georgia's Drug-Free Public Work Force Act.

O.C.G.A. § 45-20-90 et seq. – Random Drug Testing in High-Risk Jobs.

O.C.G.A. § 45-20-110 et seq. – Pre-Employment Drug Testing.

State Personnel Board Rules 21, 21A – 21E – Self-Disclosure of Substance Abuse.

I. ATTACHMENTS

4.8.1.a1 - SAMPLE EMPLOYEE ACKNOWLEDGEMENT FORM



Brian P. Kemp
Governor

Gregory C. Dozier
Commissioner

Attachment: 4.8.1.a1

SAMPLE EMPLOYEE ACKNOWLEDGEMENT FORM

I acknowledge that I have read, understand, and agree to follow the conditions addressed in this policy. Based on my position, I understand that federal law may require the Technical College System of Georgia to notify a federal agency of a drug or alcohol violation or a criminal drug statute conviction in the workplace. I understand that I am to be free of illegal drugs and controlled substances in the workplace or while performing assigned duties, including traveling on state business. I also understand that I may be required to undergo drug and/or alcohol testing as provided in the applicable procedure governing drug and alcohol testing.

Applicant/Employee Name (Please Print)

Date

Applicant/Employee Signature

RELATED AUTHORITY

- 41 U.S.C. §701
- O.C.G.A. §16-13-1 et seq. – Dangerous Drugs
- O.C.G.A. § 34-9-415 – Drug-free Workplace Programs
- O.C.G.A. § 45-20-90 et seq. – Random Drug Testing – High-Risk Jobs 2
- O.C.G.A. § 45-20-110 et seq. – Pre-Employment Drug Testing
- O.C.G.A § 45-23-1 et seq. – Drug-free Public Work Force Act of 1990
- State Personnel Board 21
- State Board Policy 4.8.1, Drug-Free Workplace