



## **WGTC 3.11**

### **Substance Abuse**

West Georgia Technical College is committed to providing a safe, healthy, and productive environment for its entire community. The College strives to maintain a drug-free environment. Unlawful possession and use or distribution of illicit drugs at the College's facilities or as part of any of its activities is prohibited. Students are required to comply with this policy as a condition of enrollment.

As a condition of employment, all full-time and part-time employees of the College (faculty and staff) are required to follow this policy. Persons who are not employees of West Georgia Technical College but who perform work for the College, such as contractors and their employees, temporary employees provided by agencies, visitors engaged in joint projects, etc., are also required to comply with this policy.

The federal Drug-Free Workplace Act of 1988 was enacted to ensure that work done under federal contracts or grants is performed in a drug-free work environment. In addition to prohibiting all employees from engaging in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, the State Board prohibits all employees from engaging in such illegal activity at all times and all places. Such activity, even during non-working hours, clearly affects an employee's ability to perform public duties.

No employee may illegally engage in the manufacture, distribution, dispensation, possession, or use of a controlled substance at any time or place, including while at the workplace. Such unlawful activity shall be considered sufficient grounds for a serious adverse personnel action, including immediate dismissal from employment.

If an employee is convicted (including a plea of nolo contendere) of violating any criminal drug statute of any jurisdiction, regardless of whether the alleged violations occurred at the workplace or elsewhere, the employee or others must notify the Commissioner or President in writing of each conviction within five business days of the conviction. All employees shall be advised of this policy.

### **Actions upon Conviction**

Any employee who is found guilty of a violation of any criminal drug statute for actions occurring in the workplace shall no later than 5 business days after such conviction notify their supervisor who shall notify the President or the Commissioner. The Department shall

notify the appropriate federal funding agency within 10 business days after receiving notice of the conviction from the employee or otherwise after receiving the actual notice of conviction.

Within 30 days of notification of conviction, the Department shall with respect to any employee so convicted:

1. Take appropriate personnel action against such employee up to and including termination.
2. Require such employee to participate in drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency. See Georgia's Drug-Free Public Work Force Act of 1990.

The Commissioner, in conjunction with the Presidents, shall maintain a drug-free awareness program that shall inform employees of the following:

1. The dangers of drug abuse in the workplace and elsewhere.
2. Any available drug counseling, rehabilitation, and employee assistance programs.
3. Any penalties to be imposed upon employees for drug abuse violations occurring in the workplace.

Reference: State Board Policy 4.8.1.  
<https://www.tcsg.edu/tcsgpolicy/files/4.8.1.pdf>

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