



CITATION REFERENCE

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Policy: Drug Testing

Policy Statement

The College of Coastal Georgia promotes and requires a drug-free work place among its employees. Employees in “high risk” jobs on a regular basis shall be subject to pre-employment, reasonable suspicion, post accident and random drug testing for evidence of use of illegal drugs. Additionally, an employee who has notified his/her supervisor that he/she has a drug related problem and is maintaining employment under Board of Regents Policy 8.2.18, Voluntary Disclosure of Drug Use, shall be subject to random drug testing.

Reason for Policy

This policy seeks to prevent risks and ill effects of illegal drug use, particularly by employees in high risk positions and to provide a safer and more productive work environment.

Entities Affected By This Policy

This policy applies to all faculty and staff of the College of Coastal Georgia.

Who Should Read This Policy

All Human Resources personnel, managers, supervisors and employees at the College should be familiar with this policy.

Contacts

Contact	Phone	E-Mail
Chief Human Resource Officer	(912) 279-5740	hr@ccga.edu

Website Addresses for This Policy

<https://asp1.ccgga.edu/is/Policies/AdministrativePolicies.as>

http://www.usg.edu/hr/manual/drug_testing

Related Documents/Resources

- Board of Regents Policy Manual - [Section 8 \(Personnel\)](#)
- Human Resources Administrative Practice Manual - [Drug Testing](#)

Definitions

These definitions apply to these terms as they are used in this policy:

High Risk: All Peace Officer Standards and Training (P.O.S.T.) certified law enforcement positions and all transportation positions requiring a Commercial Driver’s License (CDL). Additionally, the College has the responsibility of determining which positions on the campus are safety sensitive and are 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–Department of Transportation (DOT) regulated drivers, positions working with children under the age of thirteen (13) and positions working with toxic or hazardous chemicals or equipment.

Overview

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, the College also has the responsibility of determining which positions on the campus are safety sensitive and considered high risk in their impact. Employees in “high risk” jobs on a regular basis shall be subject to drug testing for evidence of use of illegal drugs in the following situations:

I. Pre-Employment / Acceptance of High Risk Duties

The State of Georgia requires all state entities to conduct pre-employment testing of applicants that fall within one of the following categories:

- a. Are regulated by the US Department of Transportation and its operating authorities
- b. Required certification under O.C.G.A. 35-8(POST) and whose incumbents regularly perform high risk work
- c. Have been identified by each appointing authority as performing duties that are considered high risk.

Applicants for the above referenced high risk positions and employees who have not previously performed high risk duties shall be required to successfully complete drug testing prior to being placed in the high risk position.

Job notices/announcements/postings for positions that are subject to pre-employment testing should include a statement such as, "The applicant offered this position will be required to successfully complete a pre-employment drug test."

II. Random Drug Testing

The State of Georgia requires all state entities to conduct random testing of employees that:

- a. Are regulated by the US Department of Transportation and its operating authorities
- b. Required certification under O.C.G.A. 35-8(POST) and whose incumbents regularly perform high risk work
- c. Have been identified by each appointing authority as performing duties that are considered high risk.
- d. All employees in the above referenced high risk positions shall be subject to random drug testing. The numbers of employees to be tested and the scheduling of employee selection shall be determined by the Chief Human Resource Officer or his/her designee in accordance with applicable laws and regulations .

- e. **Random Drug Testing Procedures.** For purpose of random drug testing, the College shall participate in the State Personnel Agency Substance Abuse Random Testing Program. Under this Program, testing dates shall be unannounced and shall be scheduled or conducted throughout the calendar year.

III. Post-Accident

The State of Georgia requires all state entities to conduct post accident testing of employees that:

- a. Are regulated by the US Department of Transportation and its operating authorities
- b. Have been identified by each appointing authority as performing duties that are considered high risk
- c. Because they are also considered high risk employees, the University System of Georgia require post accident is conducted for P.O.S.T. certified employees.

IV. Reasonable Suspicion

All employees of the College of Coastal Georgia shall be subject to drug testing for evidence of use of illegal drugs where “reasonable suspicion” exists.

- a. **Determining Reasonable Suspicion.** 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.
- b. **Articulation Required.** With the approval of 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.

V. Procedures

Employees identified for drug testing under this policy shall be provided a specific date and time to report for testing.

VI. Disciplinary Action

Employees subject to testing due to their high risk position shall be removed from the high risk position or terminated from employment after compliance with the dismissal procedures of the College if they (a) fail to respond at the specified date and time for testing; (b) decline to submit to a drug test; or (c) test positive for the use of illegal drugs.

Employees subject to testing for reasonable suspicion shall be subject to disciplinary action, to include possible termination, after compliance with the dismissal procedures of the College if they decline to submit to a drug test or if they test positive for the use of illegal drugs.

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

Responsibilities

The responsibilities each party has in connection with this policy on drug testing are:

Party	Responsibility
Chief Human Resource Officer	Ensure compliance with this policy.

Forms

None

Appendices

None