

## Employee Alcohol and Other Drug Prevention Policy

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The abuse of alcohol and the use of illegal drugs by members of the East Georgia State College community are incompatible with the goals of the institution. In order to further the College's commitment to provide a healthy and productive educational environment and workplace, and in compliance with the Drug Free Schools and Communities Act Amendments of 1989 and the Drug Free Workplace Act of 1988, the College has established the following policy on alcohol and other drugs for its employees. A copy of the *Student Alcohol and Other Drug Prevention Policy* can be found in the East Georgia State College Student Handbook.

**I. Policy Statement:** The possession, use, consumption, distribution, manufacture or sale of alcoholic beverages, illegal or dangerous drugs on USG property where EGSC currently carries out its programs, or at institutionally approved events off campus is prohibited. Employees in violation of this policy will be subject to appropriate disciplinary sanctions including, but not limited to dismissal, demotion or suspension of employment and /or referral to the appropriate state agency for legal prosecution. Exceptions to the alcohol consumption prohibition may be made for external groups utilizing College facilities as expressly provided in the *East Georgia State College Facilities Usage Policy*.

**a. Drug Free Workplace Statement**

East Georgia State College has a clear responsibility to students, parents, and employees to provide the very best academic atmosphere for the students and a drug free working environment for all employees. Any element which may hinder the efforts to carry out these responsibilities cannot be tolerated. Employees involved with drugs hinder the College's effort to carry out these responsibilities and will not be tolerated.

**b. Pre-Employment Drug Screening of Applicants and Drug/Alcohol Testing of Employees**

East Georgia State College has a vital interest in providing a safe environment for its students, employees, faculty and visitors. Drug and alcohol abuse is a serious health problem, which can endanger the college and the safety of those who work and learn at the college or seek its services. It is the intent and goal of this policy to provide a supportive process for intervention and rehabilitation while also protecting the working and learning environment. Employees in "high-risk" jobs shall be subject to pre-employment, reasonable suspicion, post-accident and random alcohol and drug testing for evidence of use of illegal drugs. For purposes of this policy, a high risk position is defined as one in which inattention to duty or errors in judgment can result in harm to employees or others. High risks positions identified by EGSC as safety sensitive include, but are not limited to, Peace Officer Standards and Training (POST) certified law enforcement positions, transportation positions requiring a CDL, and plant operations positions.

Any affected employee may be required to submit to alcohol and drug testing when their supervisor has reasonable suspicion to believe that the employee is under the influence of alcohol and/or illegal drugs. Additionally, an employee who has notified his/her supervisor that he/she has a drug related problem and is maintaining employment under the *Board of Regents Voluntary Disclosure of Drug Use Policy*, shall be subject to random drug testing.

Current employees are subject to drug and alcohol testing under the following conditions: when applying for transfer to a high risk position, upon reasonable suspicion, and when random testing is warranted due to an employee's high risk position or for a set period of time defined by the college for an employee returning to work following treatment under this policy. All current employees in the above categories, except recently returned to work employees subject to random testing, that have a positive alcohol or drug test as defined in this policy, will be immediately suspended from employment and required to complete a drug and alcohol assessment and treatment plan and be cleared by the medical provider before he/she can be eligible to return to work. An investigation will be conducted to determine whether other college policies were

violated, injuries to coworkers or others, and damage to college property. The college may take disciplinary action against an employee, including termination, in lieu of the above treatment option, based on the investigative findings. Employees that are recently returned to work and subject to random drug testing that have a positive drug or alcohol test will be terminated.

***c. Voluntary Disclosure of Drug Use Prior to Arrest***

If, prior to arrest for an offense involving a controlled substance, marijuana, or a dangerous drug, an employee notifies his or her immediate supervisor that he or she illegally uses a controlled substance, marijuana, or a dangerous drug and is receiving or agrees to receive treatment under a drug abuse and education program approved by the institution president, such employee shall be retained by the institution for up to one (1) year as long as the employee follows the treatment plan. Retention of such employee shall be conditioned upon satisfactory completion of the program. In addition, this policy does not prohibit the College from taking appropriate disciplinary actions for violation of other policies and procedures of the College or Board of Regents.

The employee's work activities may be restructured if in the opinion of the immediate supervisor it is deemed advisable. The rights herein granted shall be available to a System employee only once during a five (5)-year period and shall not apply to any employee who has refused to be tested or who has tested positive for a controlled substance, marijuana, or a dangerous drug. An employee retained under the provisions of this policy will be subject to return to work and random selection for controlled substances testing for no less than a year.

***d. Employee Duty to Report Arrests and Convictions of all Offenses***

Any current employee charged with a crime, other than a minor traffic offense, including alcohol and other drug offenses, shall report being charged with such crime to the Office of Human Resources within 72 hours of the employee becoming aware of such charge. Minor traffic offenses are those which do not involve driving while under the influence of alcohol or other drugs, which did not result in imprisonment and for which a fine of less than \$250 was imposed.

Failure to report being charged with such a crime may result in appropriate disciplinary action, including termination of employment. The Office of Human Resources shall review the nature of the crime and make a determination on what, if any, action should be taken regarding the employee's employment status until resolution of the charge.

Any current employee who is convicted of a crime (other than a minor traffic offense\*), including alcohol and other drug offenses, shall report such conviction to the Office of Human Resources within 24 hours of the conviction. Failure to report such conviction may result in appropriate disciplinary action, including termination of employment. The Employment Background Investigation Committee shall review the nature of the crime and make a determination on what, if any, action should be taken regarding the employee's employment status. The Committee shall review the conviction utilizing the same standards it applies when reviewing convictions of candidates for employment, but may consider other factors, including, but not limited to, the length of employment and performance reviews.

**II. Institutional Sanctions**

Any employee who is convicted for the first time, under the laws of any state or the United States, of any criminal offense involving the manufacture, distribution, sale or possession of a controlled substance, marijuana or a dangerous drug, shall be subject to, at a minimum, suspension from employment or other disciplinary sanctions up to and including dismissal of employment. The employee may appeal the suspension or dismissal under procedures set forth in the *East Georgia State College Employee Grievance Policy*. In the case of suspension, such employee shall be required, as a condition of completion of suspension, to complete a drug treatment and education program approved by the President. Upon a second conviction, such employee shall be terminated and is ineligible for any state employment for a period of five (5) years.

Any employee convicted of a Driving While Intoxicated, Driving under the Influence and/or refusing to take a chemical test for intoxication is a “disqualified driver” and is ineligible to operate personal vehicles for college business and college fleet vehicles under the *East Georgia State College Motor Vehicle Policy* until further review. Upon review, an employee may be required to complete driver training and/or a temporary suspension of driving privileges imposed before the business driving privilege can be reinstated. It is also possible that a permanent suspension of driving personal or fleet vehicles on college business privileges is imposed.

### III. Civil Penalties

In addition to the criminal sanctions described below, employees convicted of drug-related offenses are subject to civil penalties which may include suspension or revocation of professional and occupational licenses, restriction from state employment for up to five years, denial of retirement benefits, and denial of workers compensation insurance where alcohol or other drugs are the cause of injury.

**IV. Criminal Sanctions:** Under Georgia and federal law, it is a crime to possess, manufacture, sell, or distribute illegal drugs. See charts detailing federal penalties for marijuana trafficking, federal penalties for drug trafficking, and the state drug law summaries at [http://www.ega.edu/index.php/offices/public\\_safety](http://www.ega.edu/index.php/offices/public_safety). In Georgia, first offenders and youthful offenders convicted of lesser drug offenses may be referred to treatment centers. The specific sentence received by an offender depends on a variety of factors and the stated information is merely a guide. The Georgia legislature may amend the stated sanctions at any time.

Federal sanctions for the illegal possession of drugs include imprisonment up to 1 year and/or a minimum fine of \$1,000 for a first conviction; imprisonment for 15 days-2 years and a minimum fine of \$2,500 for a second drug conviction; and imprisonment for 90 days-3 years and a minimum fine of \$5,000 for a third or subsequent drug conviction. For possession of a mixture or substance which contains a cocaine base, federal sanctions include 5-20 years in prison and a minimum fine of \$1,000, for a first conviction if the mixture or substance exceeds 5 grams, for a second conviction if the mixture or substance exceeds 3 grams, and for a third or subsequent conviction if the mixture or substance exceeds 1 gram. Additional possible penalties for the illegal possession of drugs are forfeiture of real or personal property used to possess or to facilitate possession of a controlled substance if the offense is punishable by more than 1 year imprisonment; forfeiture of vehicles, boats, aircraft, or any other conveyance used, or intended for use, to transport or conceal drugs; civil fine up to \$10,000 per violation; denial of federal benefits, such as student loans, grants, contracts, and professional and commercial licenses for up to 1 year for a first and up to 5 years for a second or subsequent offense; successful completion of a drug treatment program; community service; and ineligibility to receive or purchase a firearm.

Georgia law prohibits the purchase or possession of alcohol by a person under the age of 21, or the furnishing of alcohol to such a person. Driving under the influence of alcohol or other drugs also is illegal. It is against Georgia law, under certain circumstances, to walk or be upon a roadway while under the influence of alcohol or other drugs. The punishment for these offenses may include imprisonment, payment of a fine, mandatory treatment and education programs, community service, and mandatory loss of one’s driver’s license.

**V. Health Risks.** The following information on health risks is from Worcester Poly Technic Institute Policies and Benefits Manual- Health Risks Associated with Alcohol and Drugs [taken from URL: <http://www.wpi.edu/offices/policies/judicial/sect7.html>] and West Texas A&M University: A Drug-Free Campus [taken from URL: [http://tees.tamu.edu/media/17673/drug\\_for\\_web.pdf](http://tees.tamu.edu/media/17673/drug_for_web.pdf)].

#### A. Health Risks of Alcohol

Health risks associated with excessive use of alcohol or alcohol dependency include dramatic behavioral changes, retardation of motor skills, and impairment of reasoning and rational thinking. These factors result in a higher incidence of accidents and accidental death than for

nonusers of alcohol. Nutrition also suffers, and vitamin and mineral deficiencies are frequent. Prolonged alcohol abuse causes bleeding from the intestinal tract, damage to nerves and the brain, psychotic behavior, loss of memory and coordination. Damage to the liver often results in cirrhosis. Other risks include impotence, severe inflammation of the pancreas, and damage to the bone marrow, heart, testes, ovaries, and muscles. Damage to nerves and organs is usually irreversible.

## **B. Health Risks of Other Drugs**

Use of illicit drugs may lead to physiological and mental changes similar to those caused by alcohol, although changes are frequently more severe and more sudden. Death or coma resulting from overdose of drugs is also more frequent. In addition to adverse effects associated with use of a specific drug, intravenous drug users who use unsterilized needles or who share needles with other users can develop AIDS, hepatitis, tetanus and infections in the heart. Brain damage may also result.

Below is a general description of dangers associated with alcohol and other drug use. Drugs include any compound, salt or synthetic drug that fits into one or more of the below categories though not specifically named:

- **Depressants** (Alcohol- beer, wine, liquor) - Accidents can occur as a result of impaired ability and judgment. There is an overdose potential when mixed with other depressants. By itself, heart, liver, brain damage as well as birth defects can develop if used during pregnancy. Death can result from an overdose, as a result of accidents, or from effects from long-term abuse.
  - A. **Narcotics-** (heroin, junk, dope, black tar, China white, Demerol, Dilaudid, morphine, codeine) cause addiction, lethargy, weight loss, contamination from unsterile needles, and accidental overdose.
  - B. **Barbiturates** (sedatives, tranquilizers) - Possible overdose, can occur especially in combination with alcohol, muscle rigidity, addiction, withdrawal and overdose require medical treatment. Individuals often experience an increased level of anxiety after drug wears off. Death can result from an overdose.
- **Stimulants (Cocaine-** coke, crack rock, base) - Results from use include addiction, heart attack, seizures, lung damage, severe depression, paranoia, restlessness, and irritability. Death from heart failure can result for first time users.
  - B. **Amphetamines-** (speed, uppers, crank, bam, black beauties, crystal, dexies) - can cause fatigue leading to exhaustion, addiction, paranoia, depression, confusion, possible hallucination, and weight loss.
- **Hallucinogens- Acid** (PCP, MCMA, ecstasy, psilocybin, mushrooms, peyote)- can lead to unpredictable behavior, emotional instability, altered perception of time and place, vomiting, nausea, flashbacks, violent behavior (PCP), "bad trips", and psychotic reaction.
  - B. **Marijuana** (Pot, dope, grass, weed, herb, hash, joint)- Use often results in pain reaction, impaired short term memory, addiction, lung disease, and interference with body's immune response to various infections and diseases. Marijuana distorts perception, hampers judgment, diminishes motor skills, can cause birth defects if used during pregnancy, and contributes to loss of ambition and diminished ability to carry out long term goals.

\*All of the above if used during pregnancy can cause serious birth defects. Alcohol use during pregnancy is the third leading cause of mental retardation in the U.S.\*

### **There are seven possible symptoms of an individual involved in drugs:**

1. Change in school or work attendance or performance
2. Alteration of personal appearance
3. Mood swings or attitude changes

4. Withdrawal from responsibilities/family contacts
5. Association with drug-abusing peers
6. Unusual pattern of behavior
7. Defensive attitude concerning drugs

## **VI. Counseling and Treatment Resources: Substance Abuse Services Available in Area-**

### **A. Out-Patient Facilities**

For outpatient substance abuse services, the individual should contact Ogeechee Behavioral Health Services (located at 223 North Anderson Drive in Swainsboro, Georgia) 478-289-2530 for an appointment. Ogeechee Behavioral Health Services provides outpatient services such as alcohol and drug assessments as well as counseling services.

### **B. In-patient facilities-**

**Serenity Behavioral Health Systems (located in Augusta, Georgia)-** (888) 629-3330- Provides dual diagnosis drug rehabilitation with a primary focus on mental health services and drug rehabilitation.

**Quentin Price (located in Dublin, Georgia)-** (800) 868-5423 or (800) 868-5423- This facility provides detoxification services. The treatment center provides short-term residential treatment.

**John's Place Crisis Stabilization Unit (located in Statesboro, Georgia)-** (912) 764-6129 or (800) 746-3526. This facility provides short-term intensive services for individuals in need of more intensive and structured residential services.

**Braswell House- (located in Swainsboro, Georgia)** (478) 289-2486. This is an addictive disease semi-independent residential program. **Individuals entering this program are referred by in-patient crisis stabilization units.** This program offers a safe, stable, drug free residence to ten co-ed individuals for a minimum of 30 days. Individuals without a safe and sober home environment to return to are often good candidates for this program.

**VII. Referral Sources for Employees Health Insurance and Health Providers:** Blue Cross Blue Shield of GA participants can obtain info/referrals from 800-424-8950. Blue Cross Blue Shield providers may be located at [www.bcbsga.com/bor](http://www.bcbsga.com/bor)

**VIII. Employee Training** – The Office of Human Resources provides training to all faculty and staff upon hire and on an annual basis. This training includes an annual distribution of the policy.