

# Drug Testing

## CITATION REFERENCE

OFFICIAL TITLE	POLICY ON DRUG TESTING
VOLUME	HUMAN RESOURCES
RESPONSIBLE OFFICE	USG HUMAN RESOURCES OFFICE
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## Policy Statement

The University System of Georgia promotes and requires a drug-free workplace among its employees. Employees in “high risk” jobs on a regular basis shall be subject to pre employment, reasonable suspicion, post-incident and random drug testing for evidence of use of illegal drugs. Additionally, an employee who has notified their supervisor that they have 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.

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.  
policy.

## Definitions

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

High Risk All P.O.S.T. certified law enforcement positions and all transportation positions requiring a CDL. Additionally, each institution shall have the responsibility of determining which positions on the campus is safety sensitive and are considered high risk in their impact to fellow

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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.

## Process and Procedures

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. Each institution shall also have the responsibility of determining which positions or activities is safety sensitive and are considered high risk in their impact. 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.

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:

### Pre-employment/Acceptance of High Risk Duties

The State of Georgia requires all state entities to conduct pre-employment testing of applicants that:

- are regulated by the US department of Transportation and its operating authorities
- require certification under O.C.G.A.-85(POST) and whose incumbents regularly perform high-risk work
- 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 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."

### Random

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

- are regulated by the US Department of Transportation and its operating authorities
- require certification under O.C.G.A.-85(POST) and whose incumbents regularly perform high risk work
- have been identified by each appointing authority as performing duties which are considered to be high risk

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- 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 institutions Chief Human Resources Officer or designee in accordance with applicable law and regulations.

PostAccident

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

- are regulated by the US Department of Transportation and its operating authorities
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### Disciplinary Action

Employees subject to testing due to their high risk positions shall be removed from the high risk position or terminated from employment after compliance with the dismissal procedures of the Board of Regents if they decline to submit to a drug test or if they 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 Board of Regents 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.

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