



Drug and Alcohol Testing Policy and Program

1. Policy Statement

Valdosta State University seeks to provide a safe work environment within which to achieve its mission and maximize the skills and talents of its faculty and staff. As a recipient of Federal funds, VSU fully supports and complies with the provisions of the Drug Free Work Place Act of 1988. As an employer, the University will promote and strive to maintain a drug free workplace. This policy statement is offered to not be construed as contractual in any nature.

Drug and/or alcohol use may pose a serious threat to employee health and safety. As such, Valdosta State University and the University System of Georgia promotes and requires a drug-free workplace among its employees.

The unlawful engagement of using, possessing, manufacturing, distributing, dispensing, or selling of alcoholic beverages, controlled substances (including marijuana), or other dangerous drugs on the campus of Valdosta State University (including all property owned or leased by Valdosta State University for activities on or off campus) by ALL Valdosta State University employees is prohibited. Violations of this policy, to include misdemeanor and/or felony drug convictions during the course of one's employment will result in appropriate disciplinary actions being imposed by the institution. Said penalties may include suspension or termination of employment.

Employees who feel they have a potential substance abuse problem are encouraged to seek professional assistance through or outside of the established Employee Assistance provider (Acentra). Any counseling or therapy costs and/or use of private practitioners or rehabilitation facilities will remain the individual's responsibility.

Faculty, staff members, and student employees of Valdosta State University are expected to adhere to the policies of the institution, observe the basic rules of good conduct and to meet appropriate standards of performance. This policy, as with other institutional policies, including state and federal laws, and Board of Regents policies shall be observed.

New employees of Valdosta State University shall have this policy communicated to them, and said policy shall be included or linked to in the [Faculty Handbook](#), the [Classified Employee Handbook](#), and the [Student Handbook](#).

2. Affected Stakeholders

Indicate all entities and persons within the university affected by this policy:

Alumni	Graduate Students	Undergraduate Students
Staff	Faculty	Student Employees
Visitors	Vendors/Contractors	Other: _____



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3. Responsible Office



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the employee has been provided the required information. Employee must complete the drug testing procedures within 24 hours of notification. Refusal to submit to drug or alcohol testing will result in

who fail to deliver the information to their employees and the DER will be referred to the Employee Relations Manager.

Pre-Employment Screening

The University Police Department (UPD) requires ALL employees in that area to successfully complete a number of pre-employment screenings, including a drug screen, once a conditional offer has been made. This process will be handled by the Chief of University Police. When the conditional offer is

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individual will be sent for testing. Upon formal job offer and acceptance, the Chief of University Police will inform the DER, and that employee will be added to the list of those subject to random screening.

Post-Accident

Valdosta State University requires post-accident testing for any employee driving a state vehicle at the time of the accident. The State of Georgia requires all state entities to conduct post-accident testing of employees that:

- are regulated by the US Department of Transportation and its operating authorities
- have been identified by each appointing authority as performing duties that are considered high risk
- because they are also considered high risk employees, the University System of Georgia requires post-accident testing for POST certified employees.

In the case of an accident where there are no injuries, the Supervisor/Manager will contact the DER who will handle the procedures for contacting Airport Clinic for



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Any affected employee may be required to submit to drug testing when there is reasonable suspicion reported by the supervisor to indicate that the employee is under the influence of alcohol, drugs, or other intoxicating substances. The determination of reasonable suspicion shall be made by a supervisor (after DER) or other official who is trained to make such determinations and the Chief Human Resources Officer or institutional legal department. With the approval of the Chief Human Resources Officer or institutional legal department, the supervisor can require testing after making specific, well-articulated observations concerning the appearance, behavior, speech, or odor of the employee. The supervisor is required to reach out to HR so they, the employee, and the CHRO or designee can meet prior to sending the employee for testing. If it is determined that the employee should be tested due to reasonable suspicion, the employee will report to Airport Clinic either on or off campus immediately after leaving HR. If necessary, on-site testing will be available by Airport Clinic. The department in which the employee works will be charged a \$150 fee for the on-site service.

Random Drug Screening

Employment subject to such screening. This includes those in areas such as Public Safety, Healthcare, heavy equipment operation, and employees whose duties require a Commercial Driver's License or are required to drive a VSU vehicle per the nature and scope of their duties. Currently, the departments -and employees therein- subject to random drug screening are University Police, Plant Operations, Environmental and Occupational Safety, Parking and Transportation, and Admissions. Employees in these areas are considered high risk in that inattentiveness while on duty, or errors in judgment, could result in harm to themselves or others. The Department



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Voluntary Disclosure

Provisions set forth in [Section 8.2.17 of the USG BOR policy manual](#), Voluntary Disclosure of Drug Use, shall not apply when an employee subject to random drug screening has been selected to report for random drug screening.

If, prior to arrest for an offense involving alcohol, drugs, or other intoxicating substances, an employee notifies their immediate supervisor or HR Representative that they are under the influence of alcohol at work, 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 President of the institution (or their designee), such employee shall be retained by the institution for up to one year as long as the employee follows the treatment plan. Retention of such employee shall be conditioned upon satisfactory completion of the program and signed acknowledgement that they will be subject to random drug screening in the future. The employee's work activities may be restructured if in the opinion of the immediate supervisor it is deemed advisable.

restructuring, termination may result. The rights herein granted shall be available to a University System of Georgia employee only once during a five-year period and shall not apply to any employee who is selected for random drug screening, has refused to be tested, or who has tested positive for a controlled substance, marijuana, or a dangerous drug.

Other employment categories may be added to those subjected to random drug screening. Human Resources will review the position description(s) of newly created positions and request approval by the President (or their designee) for those determined to be safety sensitive.

5. Resources

Substance Abuse Professionals
<http://saplist.com/>

6. Policy Attributes

Responsible Office(s) Human Resources and Employee Development, University Centi4u(10)

