

HUMAN RESOURCES ADMINISTRATIVE MANUAL
SAFETY & SECURITY: DRUG TESTING



UNIVERSITY SYSTEM
OF GEORGIA

Drug Testing

CITATION REFERENCE

OFFICIAL TITLE	POLICY ON DRUG TESTING
VOLUME	HUMAN RESOURCES
RESPONSIBLE OFFICE	USG HUMAN RESOURCES OFFICE
ORIGINALLY ISSUED	JULY 13, 1990
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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-accident 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.

Applicability

All units of the University System of Georgia are covered by this policy.

Who Should Read This Policy

All Human Resources personnel within the University System of Georgia should be aware of this 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 on the campus 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. 35-8 (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 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.”

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. 35-8 (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 their designee in accordance with applicable law and regulations.

Post-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 is conducted for POST certified employees.

Reasonable Suspicion

All employees shall be subject to drug testing for evidence of use of illegal drugs in cases of reasonable suspicion:

Any affected employee may be required to submit to drug testing when their supervisor has reasonable suspicion to believe that the employee is under the influence of illegal drugs. The determination of reasonable suspicion shall be made by a supervisor 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.

Procedures

Drug testing for University System employees will be performed in accordance with the same regulations and procedures as those prescribed by the State Merit System of Personnel Administration and approved by the Vice Chancellor for Human Resources for drug testing of applicants for state employment.

Notification

Employees identified for drug testing under this policy shall be provided a specific date and time to report for testing; such date and time shall be as soon as possible, but not later than two (2) business days following the date the individual receives notification to report. Therefore, individuals should be notified to report at a time that takes into account when the testing location is open. Most testing locations are closed on Saturday and Sunday, so in general, Monday, Tuesday and Wednesday are preferable to Thursday and Friday.

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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 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.

Responsible Parties and Contact Information

Party	Responsibility	Phone/Email/URL
Vice Chancellor for Human Resources, USG	To maintain policy, provide advice and guidance to campuses with regard to policy interpretation and application, provide updates as necessary	404-962-3235 usg-hr@usg.edu
Institution Chief Human Resources Officers	To ensure policy is communicated to employees and that compliance occurs	See University System HR Officer Listing

Website Address for This Policy

- [USG Policy Manual Section 8](#)

Appendices (Internal Documents, Forms and Web Links)

- None

Related Documents and Resources (External)

- None

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