

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 3.5.9.1
Related Policy: 3.5.9
Title: Employee Alcohol/Drug Use
Authority: Title 59, Chapter 53, Sections 810-860 of the
1976 Code of Laws of South Carolina, as Amended
Responsibility: Vice President, Human Resources and Employee Relations

Original Approval Date: 09-09-1999
Last Cabinet Review: 01-06-2016
Last Revision: 01-06-2016

Chairperson

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.

Horry-Georgetown Technical College (HGTC) is committed to maintaining an alcohol and drug free environment for its students, employees and members of the general public in compliance with state and federal laws. In order to prevent the consequences of drug and alcohol abuse, the College has implemented the following procedure to ensure an alcohol and drug free environment:

- A. Drug and alcohol abuse at the workplace is dangerous because it leads to physical impairment, loss of judgment, safety violations and the risk of injury or even death.
- B. The manufacture, possession, use, sale distribution, dispensation, receipt or transportation of illegal substances while on HGTC property or while otherwise engaged in College business will be prohibited.
- C. The theft, unauthorized use, or intentional mishandling or misuse of any medication and/or substance that is present at HGTC is prohibited.
- D. Being under the influence of substances while on HGTC property or while otherwise engaged in College business or during employment is prohibited. In addition, performing duties while under the influence of substances whether on or off College property will be not be allowed.

- E. Drug and alcohol abuse can significantly lower performance on the job, thus, impacting the fulfillment of the College's mission. Therefore, the College strongly encourages employees who have a problem with the use of illegal controlled substances or abuse to seek professional treatment. Use of the College's Employee Assistance Program (EAP) or drug rehabilitation services are encouraged. Services are available as follows: Local commissions on Alcohol and Drug Abuse, State Group Health Insurance Program, the College's employee assistance program—Life Services. Employees may obtain this information anonymously either through self-referral, direction of their supervisor or the Human Resources Department.

- F. It is a condition of employment that all employees must abide by the policy and procedure on employee alcohol/drug use. Violation of any provisions herein may result in disciplinary action up to and including termination, and/or required satisfactory completion of a drug rehabilitation program as a condition of continued employment. In addition, violation of these provisions may have further legal consequences.

- G. Faculty and/or staff (full-time and/or part-time) to whom a contingent offer is made for any position whereby the employee will be working in a clinical setting within any allied health program will be required to submit to drug testing. Any employee who refuses to execute the required consent/release form, refuses to submit to the drug test or fails to show up to take the test will no longer be considered for employment. In addition, any faculty and/or staff who test positive contingent on a drug screen, offers of employment will be revoked.

**HORRY-GEORGETOWN TECHNICAL COLLEGE
CONFIDENTIAL DRUG TESTING CONSENT FORM**

NAME (Print Name) _____

1. I understand that I am being asked to provide the required samples for testing to determine the presence of alcohol, drugs, or controlled substances in my system. I understand that I do not have to provide such if I choose not to do so, but that my refusal will result in termination of my employment at Horry-Georgetown Technical College or revocation of any offer of employment.

2. I understand that if the samples for testing are positive this will result in termination of my employment at the College or revocation of any offer of employment.

3. I hereby give consent and authorize Horry-Georgetown Technical College and its agents, laboratories, employees and/or physician chosen by the College to take the necessary samples in any manner that the facility and its agents, employees, and physicians deem appropriate, including, but not limited to, releasing such samples to a testing laboratory, hospital, other person or service for testing. I hereby give consent to and authorize the facility, its agents, employees and/or physicians chosen by the facility and any such testing laboratory, hospital, person or service to conduct drug tests and to release the results of the tests or other information concerning the samples to the Human Resources Department at Horry-Georgetown Technical College or to any person designated by the College.

4. I hereby release Horry-Georgetown Technical College, any of their officers, agents, employees and physicians, any laboratory, hospital, person or facility responsible for testing from any and all claims, causes of action, damages or liability relating to the testing or use and dissemination of test results, the release of information or results concerning such testing, or any action taken regarding any employability or continued employment as a result of such testing and/or test results.

_____ I consent to provide the necessary samples for use in the manner described herein.

_____ I refuse to provide the necessary samples for use in the manner described herein. I understand that my refusal constitutes grounds for immediate termination, disqualification from employment consideration or revocation of any offer of employment.

Employee/Applicant's Signature

Date

Witness's Signature

Date