

**SOUTH CAROLINA STATE UNIVERSITY  
PERSONNEL POLICIES AND PROCEDURES MANUAL**

SECTION: Employee Relations	Section: VII
	Subject: D.1
SUBJECT: Drug-Free Workplace Policy	Effective: 06/05/09
	Revised: 05/29/09

**THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND SOUTH CAROLINA STATE UNIVERSITY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE UNIVERSITY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

**DRUG-FREE WORKPLACE POLICY**

**Purpose and Scope**

Employees are expected and required to report to work on time and in appropriate mental and physical condition for work. The purpose of this policy is to inform employees of the University's intent and obligation to provide a drug-free, safe and secure work environment. This policy applies to all employees regardless of employment status (i.e., FTE, probationary, temporary, temporary grant or time limited position).

**Policy**

- A. The unlawful use, possession, manufacture, distribution or dispensation of alcohol or illegal drugs on University property or while conducting University business off premises is absolutely prohibited. Reporting to work under the influence of alcohol or illegal drugs is also prohibited. Violations of this policy will result in disciplinary action up to and including termination and may result in referral for prosecution.
- B. Employees must, as a condition of employment, abide by the terms of the above policy and report any conviction under a criminal drug statute for violations occurring in the workplace or as part of any University activity. A report of a conviction must be made within five days after the conviction to the employee's supervisor and to the University's Human Resources Director or designee. Failure by the employee to notify the University as stated will result in disciplinary action up to and including termination. The University may require completion of an appropriate rehabilitation program as a disciplinary action.
- C. Non work-related convictions may result in disciplinary action, up to and including termination.
- D. The University acknowledges and will comply with the Act on Alcoholism, Section 8-11-110 of the 1976 South Carolina Code of Laws, as amended.

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**Employee Assistance**

- A. The University recognizes alcoholism and drug addiction as major health problems and treatable social illnesses. The University also recognizes drug abuse as a potential health, safety and security problem. Employees in need of counseling or treatment are encouraged to seek assistance through State services provided by the Department of Vocational Rehabilitation, the Department of Alcohol and Drug Abuse Services and the State Group Health Insurance Plans, as appropriate. Employees may contact the Office of Human Resource Management for information on any of these programs or they may personally contact agencies which provide treatment and rehabilitation.
  
- B. Employees may voluntarily submit themselves for professional help through a treatment or rehabilitation program or they may be referred by their supervisor. Participation in such a program will not jeopardize an employee's job. However, participation will not relieve an employee of the responsibility of reporting to work timely or performing assigned duties safely and efficiently.