

# Augusta University

## Policy Library

### Drug-Free Workplace for Employees Policy

**Policy Manager: Human Resources**

#### **POLICY STATEMENT**

Augusta University expects every employee to meet appropriate standards of work performance, observe basic rules of good conduct, and comply with institutional personnel policies and procedures. Augusta University promotes and requires a drug-free workplace among its employees.

#### **AFFECTED STAKEHOLDERS**

*Indicate all entities and persons within the Enterprise that are affected by this policy:*

- Alumni     Faculty     Graduate Students     Health Professional Students  
 Staff     Undergraduate Students     Vendors/Contractors     Visitors  
 Other:

#### **DEFINITIONS**

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#### **PROCESS & PROCEDURES**

The unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs by Augusta University employees is prohibited. Appropriate disciplinary action as described in the following policy sections will be imposed on employees who violate institutional personnel policies on illegal drugs.

Conviction of a felony or misdemeanor charge either on or off duty, which involves the manufacture, distribution, possession, or use of illegal drugs, may result in suspension or discharge. An employee who is convicted or who admits guilt of any such offense in a court proceeding shall be suspended for not less than two months or dismissed from employment.

Employees who violate [Augusta University Work Rules of Conduct](#) and the violation is related to a substance abuse problem, voluntarily enter, participate, and successfully complete a rehabilitation program, may have these facts considered by the institution in the determination of disciplinary action for the violation, if any.

Augusta University provides confidential drug counseling and referral services for employees and their family members who feel they have a potential substance abuse problem. This service along with other employee counseling services is available through the [Augusta University Employee and Faculty Assistance Program](#).

Employees convicted of a drug offense must notify the Augusta University Police Department and Human Resources in writing, within two (2) hours of the conviction. Failure to notify the institution's Police Department and Human Resources within two (2) hours of conviction constitutes a separate disciplinary offense for which additional punishment may be imposed.

#### **REFERENCES & SUPPORTING DOCUMENTS**

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#### **RELATED POLICIES**

[Substance Abuse Policy](#) (AU)

#### **APPROVED BY:**

Executive Vice President for Academic Affairs and Provost, Augusta University

Date: 5/9/2024

President, Augusta University

Date: 5/16/2024