

Augusta University

Policy Library

Drug-Free Workplace for Employees Policy

Policy Owner: University HR Services

POLICY STATEMENT

Augusta University expects every employee to meet appropriate standards of work performance, to observe basic rules of good conduct and to comply with institutional Personnel Policies and Procedures. In the discharge of its responsibilities as an employer, Augusta University aggressively promotes and requires a drug-free work place among its employees.

To define the procedures related to maintaining a drug-free work place at Augusta University.

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 by Institutional Personnel Policy. Appropriate disciplinary action as described in the following policy sections will be imposed on employees who violate Institutional Personnel Policies pertaining to illegal drugs.

Conviction of felony or misdemeanor charge either on or off duty which involves the manufacture, distribution, possession or use of illegal drugs, may result in employee discharge or suspension. 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.

If employees who violate the work rules and whose violation is related to a substance abuse problem voluntarily enter, participate in and complete successfully a rehabilitation program, these facts may be considered by the institution in deciding what disciplinary action will be taken for such violation, if any.

Augusta University provides confidential drug counseling and referral service for employees and their family members who feel they have a potential substance abuse problem. This

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service along with other employee counseling services is available through the Augusta University Employee and Faculty Assistance Program located on Chaffee Avenue.

Employees who are convicted of a drug offense occurring in the work place must notify the Public Safety office, in writing, within five days of the conviction. Failure to notify Public Safety within five days of conviction constitutes a separate disciplinary offense for which additional punishment may be imposed.

REFERENCES & SUPPORTING DOCUMENTS

Intentionally left blank.

RELATED POLICIES

Intentionally left blank.

Substance Abuse Policy

APPROVED BY:

President, Augusta University and CEO, AU Health System Date: 06/13/2017