

DENMARK TECHNICAL COLLEGE

STATEMENT OF POLICY

POLICY NUMBER: 2-1-023

REF. STATE BOARD POLICY:

PAGE: 1 OF 2

POLICY TITLE: DENMARK TECHNICAL COLLEGE SUBSTANCE ABUSE POLICY

LEGAL AUTHORITY:

DIVISION OF
RESPONSIBILITY: ADMINISTRATION

NEW POLICY

REVISED POLICY

FALL 1995

DATE APPROVED BY COMMISSION

Jean Boyd-Scotland
PRESIDENT

8/28/94
DATE

M. J. Johnson
CHAIRPERSON

DATE

POLICY STATEMENT:

Denmark Technical College recognizes alcohol and drug abuse as potential health, safety and security problems. Denmark Technical College expects all employees to assist in maintaining a work environment free from the effects of alcohol, drugs, or other intoxicating substances. Compliance with this substance abuse policy is a condition of employment.

1. Denmark Technical College prohibits employees from the unlawful manufacture, possession, use, distribution, or purchase of nonprescribed drugs and intoxicants on its premises and from working under the influence of alcohol, illegal drugs or intoxicants during working hours.
2. All employees are required to report to their jobs in appropriate mental and physical condition, ready to work. If an employee is impaired because of taking medication according to a doctor's prescription, they are expected to discuss it with their supervisor before commencing work that day.
3. Any employee who is convicted of a violation of any criminal drug statute shall notify their supervisor within five (5) days of the date of conviction. A conviction includes any finding of guilty (including one agreed to by the employee) or pleas of no contest and/or any imposition of a fine, jail sentence or other penalty.

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PAGE: 2 OF 2

4. Any violation of this substance abuse policy will result in State Board of Technical and Comprehensive Education discipline, up to and including discharge, under a progressive discipline policy. Employees should note that South Carolina recognizes alcoholism as a treatable illness. No state employee with the problem of alcoholism shall be disciplined prior to receiving the same careful consideration and offer of assistance that is extended to employees having any other illness.
5. Employees who have an alcohol or drug abuse problem are strongly encouraged to use one of the employee assistance programs available. Information about these programs can be obtained from the Personnel Office. If an alcohol or drug abuse problem recurs after an employee has completed an assistance program, Denmark Technical College will take appropriate action in accordance with official policy. Denmark Technical College retains full and final discretion on whether, when and under what conditions an employee may be reemployed after an instance of substance abuse.