

THE CITADEL  
The Military College of South Carolina  
171 Moultrie Street  
Charleston, SC 29409

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MEMORANDUM  
NUMBER 2-107

17 August 2009

**DRUG-FREE WORKPLACE POLICY**

**1. PURPOSE**

The purpose of this Memorandum is to establish The Citadel's policy regarding drug use and the unlawful possession of controlled substances on campus.

**2. REFERENCE**

S.C. Code Ann. § 41-1-15 (1976)  
The Drug Free Workplace Act of 1988, 41 USCA § 701

**3. POLICY**

- A. Employees are expected and required to report to work on time and in appropriate mental and physical condition to be able to safely perform the duties of their job. It is The Citadel's intent to provide a drug-free, healthful, safe, and secure work environment. Supervisors should attend Drug Free Workplace training provided by the institution and be familiar with the procedures detailed in this policy.
- B. A post accident drug screen may be required at the discretion of the supervisor when an employee apparently caused or played a part in causing an on the job accident or safety related incident resulting in the following:
  - 1) Lost time from work;
  - 2) Serious injury requiring medical attention;
  - 3) Fatality;
  - 4) Significant damage to property; or
  - 5) The hospitalization of one or more persons.

- C. A “for cause” drug screen may be required at the discretion of the supervisor when an employee is suspected of being under the influence of drugs or alcohol.
- 1) Individuals asked to submit to a “for cause” or post accident screen will be immediately removed from the workplace until the screen results are available. Refusal to submit a sample will be considered a positive result. Once screen results are available, the supervisor will notify the individual within twenty-four hours of the results and pending actions. Any leave of absence must comply with The Citadel’s policies and procedures. If an individual is removed from the workplace in a not for pay status and the screen results are negative, the individual will be paid retroactively. If the screen results come back positive, the individual will not be paid.
  - 2) If the screen is negative, the individual may be reinstated into their current job at the discretion of the supervisor or Dean of the respective College. The supervisor or Dean should seek counsel and advice from the Department of Human Resources. If the screen is positive, the individual will be subject to disciplinary action up to and including termination.
  - 3) An employee returned to work after testing positive will be subject to random drug screens. The Department of Human Resources will notify the employee’s supervisor when a drug screen is scheduled. The employee may be subject to up to 6 (six) random screens in a 12-month period beginning the date of the initial positive result.
- D. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on campus premises, including campus housing, or while conducting college business off campus premises is absolutely prohibited.
- E. Drug dependency is recognized as an illness and a major health problem and drug abuse is recognized as a potential health, safety, and security problem. Employees needing help in dealing with such problems are encouraged to use the Vocational rehabilitation Program and health insurance plans, as appropriate. Conscientious

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efforts to seek such help will not jeopardize any employee's job, and will not be noted in any personnel record.

F. As a condition of continued employment, each employee must:

- 1) Abide by the terms of this policy; and
- 2) Report any conviction under a criminal drug statute for violations occurring on or off campus premises while conducting university business. A report of a conviction must be made within five (5) days after the conviction, as mandated by the Drug-Free Workplace Act of 1988.

#### **4. COMPLIANCE**

Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.

#### **5. NOTES**

**A. Dates of official enactment and amendments:**

Approved by Director of Citadel Staff on 17 August 2009

**B. Responsible Department:**

Human Resources

**C. Responsible Official:**

Director of Human Resources

**D. Cross References:**

None

#### **6. RESCISSION**

Human Resource Policy "Drug Free Workplace" is rescinded.

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FOR THE PRESIDENT:

OFFICIAL

JOSEPH W. TREZ  
Colonel, US Army, Retired  
Director of The Citadel Staff

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