



# Georgia Department of Education

## Policies and Procedures

Policy Title:	<i>Preemployment Drug and Alcohol Screening, State Schools</i>		
Policy Number:	<i>SS-5009 Descriptor Code-GAH</i>		
Release Date:	<i>10-08-02</i>	Last Revised:	<i>11-22-03</i>

### Purpose

To describe the Georgia Department of Education’s (DOE) policy in regard to the preemployment drug screening of positions at the three State Schools.

### Applicability

This policy applies to applicants applying for the positions of Building Operations Manager, Craftsman, Custodian, Maintenance Engineer, Food Service Employee 1, Food Service Employee 2, Food Service Manager, Food Service Supervisor, Grounds Maintenance Manager, Heavy Equipment and Vehicle Operator, Houseparent, Licensed Practical Nurse, School Clinic Nurse, Nursing Assistant, Trades Supervisor, Skilled Utility Worker, Vehicle Operator/Courier, any position that requires the applicant to hold a Commercial Driver’s License (CDL), and any other designated “safety sensitive position” at the three State Schools.

### Definitions

*Applicant:* Any individual who has been offered initial state employment with the Department of Education to become an employee at any of the three State Schools in the positions of food service workers, maintenance workers, drivers holding or eligible to hold a CDL and any other designated “safety sensitive position.”

*Donor:* Any individual who has provided a urine sample in the course of completing a drug screening.

*Drug Screening:* The collection and testing of urine administered in a manner equivalent to that required by the Mandatory Guidelines for Federal Workplace Drug Testing Programs. The terms screening and testing shall be used interchangeably.

*Illegal Drug:* Any controlled substance such as marijuana/cannabinoids (THC), cocaine, amphetamines/meth-amphetamines, opiates or

phencyclidine (PCP). The term illegal drug shall not include any drug when used pursuant to a valid prescription or when used as otherwise authorized by state or federal law.

*Individual:* The applicant or person being considered for employment.

*State Schools:* The three State Schools are the Atlanta Area School for the Deaf, the Georgia Academy for the Blind, and the Georgia School for the Deaf.

## **Policy**

The Department of Education (DOE) prohibits the employment of any applicant for the positions of food service workers, maintenance workers, drivers holding or eligible to hold a CDL, and any other designated “safety sensitive positions” at the three State Schools if said individual does not pass a preemployment drug and alcohol screening as part of the preemployment process.

## **General Provisions**

*Administration:* The process of conducting a drug screening shall be completed in accordance with applicable federal and state laws and regulations. The DOE shall enter into such contracts as may be necessary to provide for testing and verification services. Such testing programs shall give due consideration to security of sample collection, chain of custody requirements, accuracy of testing, and confidentiality of results.

*Expense of Drug Testing:* The expense of substance abuse testing shall be the responsibility of the State School constituting the employer; provided, however, if a donor requests a split sample of drug test be submitted for separate analysis, the cost of such analysis shall be the responsibility of the donor.

*Reporting for Drug Testing:* Individuals who have been directed to report for drug testing shall be required to present themselves to a designated sample collection facility. The appointing authority shall specify a date and time by which each individual shall report for testing.

*Reporting Results:* The DOE shall report all drug test results from the testing agency to the appropriate hiring authority.

*Receiving of Negative Results:* Any applicant whose results of drug testing do not indicate drug usage may be considered as eligible for employment.

*Receiving of Positive Results:* Any applicant whose drug test results are reported as positive shall be disqualified from holding positions with a State School. The appointing authority shall, in writing, notify the applicant

that he/she has been deemed to have used an illegal drug and is therefore disqualified from state employment at any of the three State Schools.

Refusal of Testing: Any applicant that refuses a preemployment drug test shall be disqualified from holding any position with the three State Schools. The appointing authority shall, in writing, notify the applicant that he/she has been deemed ineligible for employment due to the incomplete preemployment requirement of undergoing an illegal drug screening.

**Authority and/or  
Cross-Reference**

- State Personnel Board Rule, 478-1-.09