

DRUG-FREE/ALCOHOL FREE WORK PLACE NOTICE

It is the policy of the Department of Technical and Adult Education to provide a drug-free and alcohol-free work place.

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance/illegal drugs is prohibited at any time or place including the work place. Department of Technical and Adult Education employees are to be free of illegal drugs and alcohol while at work or on duty. Department of Technical and Adult Education employees are also prohibited from abusing legal drugs or other substances, which when abused have the potential for significant risk or harm to themselves, other employees, clients and the general public. Employees who violate these provisions are subject to dismissal from employment.

DTAE EMPLOYEES MAY BE SUBJECT TO DRUG AND ALCOHOL TESTING UNDER THE FOLLOWING DEPARTMENTAL PROGRAMS:

- **Pre-employment Drug Testing (*designated positions*);**
- **Drug and Alcohol Testing for Commercial Drivers License holders;**
- **Drug Testing for P.O.S.T. (*Peace Officer Standards and Training certification*);**
- **DTAE Board Directed Random Drug Testing (*designated positions*); and**
- **Reasonable Suspicion Drug and Alcohol Testing (*all DTAE employees*).**

DRUG TESTING IS CONDUCTED FOR THE PRESENCE OF THE FOLLOWING ILLEGAL DRUGS:

- **Marijuana/Cannabinoids**
- **Cocaine**
- **Amphetamines/Methamphetamines**
- **Opiates (Morphine, Codeine, etc.)**
- **Phencyclidine (PCP)**

Employees who have a drug or alcohol problem are encouraged to seek treatment. For more information on this matter, please refer to the Administrative Service Office or the Human Resource Office at (912) 443-5486.

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