



DRUG AND ALCOHOL FREE WORKPLACE PROGRAM POLICY NOTICE

The Georgia Department of Juvenile Justice will comply with the Georgia Drug Free Work Force Act of 1990, the Federal Drug Free Workplace Act of 1988, and all other applicable laws, rules, and regulations. Accordingly, all Department applicants and employees are subject to the Department's Drug Free Work Force Policy, which specifies the following:

- The Department's work force shall be free of any person who would knowingly manufacture, distribute, sell, or possess a controlled substance, marijuana, or a dangerous drug in an unlawful manner.
- The use of alcohol by employees while working or reporting for duty under the influence of alcohol is prohibited. The use of illegal drugs at any time by employees is prohibited.

Applicant Convictions:

- Any applicant who has been convicted for the first time of a drug related criminal offense shall be ineligible for employment for a period of 3 months from the date of conviction.
- Any applicant or employee who has been convicted of a drug related criminal offense for a second or subsequent time shall be ineligible for employment for a period of 5 years from the most recent date of conviction.

Employee Convictions and Arrests:

- Any employee who is arrested or convicted of any criminal drug or alcohol statute must notify his/her immediate supervisor and human resources/personnel representative no later than the next business day following the arrest or conviction. Failure to provide such notification may result in disciplinary action up to and including separation from employment. Appropriate action will be taken based on an analysis of available facts, on a case by case basis, and may include, but not be limited to, suspension with or without pay, job reassignment, or separation from employment.
- Any employee who is convicted the first time of a drug related criminal offense, shall at a minimum, be suspended without pay for a period of not less than 2 months.
- Any employee who is convicted for the second or subsequent time of a drug related offense shall be terminated from employment.
- Employees will notify their supervisor or human resources/personnel representative of any arrest(s) and/or conviction(s), including traffic violation(s), no later than the next business day following the arrest or conviction. Failure to provide such notification may result in disciplinary action up to and including separation from employment. Appropriate action will be taken based on an analysis of available facts, on a case by case basis, and may include, but not be limited to, suspension with or without pay, job reassignment, or separation from employment.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

I have read this notice and understand that:

- I must abide by the conditions of this notice and the Department's Drug Free Public Work Force policy as a condition of employment.
- I must be free of alcohol while working and, I will not use illegal drugs at any time.
- I must notify my supervisor or reviewing manager of any criminal drug or alcohol conviction no later than the next business day after the conviction.
- I must notify my supervisor or reviewing manager of any alcohol or drug related arrest no later than the next business day after the arrest.

Applicant/Employee Name (Print)

Social Security Number

Applicant/Employee Signature

Date