

# FULTON COUNTY SCHOOLS

# EMPLOYEE RESPONSIBILITY FOR A SUBSTANCE-FREE WORKPLACE

## GUIDELINES, REPORTING, AND AWARENESS



### IMPORTANT NON-NEGOTIABLES

The following are non-negotiables for all FCS employees:

- No employee shall use or possess any controlled substance, illegal drug, or alcohol on duty or on any FCS property.
- No employee shall be under the influence of any controlled substance, illegal drug, or alcohol while on duty or on any FCS property.
- No employee shall manufacture, distribute, or sell any controlled substances, illegal drug, or alcohol while on duty or on any FCS property.
- Employees on duty shall not use or take prescription drugs above the prescribed physician's recommended level and shall not use them for purposes other than their intended and prescribed purposes. Employees shall not distribute or dispense drugs and/or prescription drugs while on duty except as permitted by Board Policy JGCD Health Services - Medications.



### MANDATORY EMPLOYEE REPORTING

All employees must self-report all arrests, charges, and convictions within 48 hours.

- Arrests include physical arrest by law enforcement and/or charges filed against an employee that do not result in a physical arrest.
- Convictions include pleading guilty, no contest, or nolo contendere to a felony or misdemeanor, with the exception of minor traffic offenses.
- Participation in a diversion or deferred adjudication program or receiving First Offender treatment is also considered a conviction.

Employees must self-report arrests, charges, and convictions to the Human Resources Department using the **Employee Arrest Notice form** on the employee portal within **48 hours** of the arrest/charge/conviction.



If the employee is unable to report to the portal, the employee or a designee must leave a phone message with **Human Resources (470-254-0040) within 48 hours** of the arrest/charge/conviction. Within five business days of the phone call, a report must be made to the Employee portal mentioned above.

***Violations of this policy or failure to self-report will result in disciplinary action up to and including termination.***

### REASONABLE SUSPICION

- All employees are subject to reasonable suspicion testing.
- Employees may be asked to test for drugs, alcohol, or other substances if there is a belief that an employee is using or has used alcohol or drugs.
- Refusal to submit to testing will result in disciplinary action, up to and including termination.

### TESTING

- All employees may be subject to drug and/or alcohol testing under the following conditions:
  - Post-accident testing for employees operating a Fulton County Schools vehicle.
  - Follow-up testing after self-reporting or any prior violation of this policy.
  - Return-to-duty testing following any violation of this policy that does not result in dismissal.
  - Any other testing as may be required by law or as the Superintendent or his/her designee requires in other circumstances.

### DRIVERS AND PROSPECTIVE DRIVERS

- Drivers are subject to pre-employment and random tests for alcohol or illegal drugs.
- Drivers should refer to Operating Guideline GAM Employee Drug and Alcohol Testing for additional guidelines and testing procedures.

### EMPLOYEE ASSISTANCE PROGRAM

- Refer to the Employee Assistance Program for information about counseling, treatment, and rehabilitation services.
- Employees should seek help for alcohol or drug-related use, abuse, or dependence problems before such issues affect performance at work. Employees seeking such help can contact the ADA office within Human Resources for more information.

**Refer to Board Policy GAM  
Drug, Alcohol, and other  
Offenses for more information**