

**Williamsburg Technical College
PROCEDURE**

SECTION C – HUMAN RESOURCES MANAGEMENT

Title EMPLOYEE ALCOHOL/DRUG USE	Number C-29.1
Division of Responsibility Administration and Finance	Approval Date Page 1/21/2021 1 of 1
Approval Vice President _____ President _____	Supersedes Procedure No. C-29.1 Date 5/24/10

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS

- I. Employees must report to the Human Resources Office within five days any conviction, under a criminal drug statute, for conduct at the workplace.
- II. It is a condition of employment that all employees must abide by the policy on employee alcohol/drug use and accompanying statements as evidenced by their signature on the South Carolina Technical College System Statement on Alcohol and Drug Abuse form which is required at the time of employment. Violation of any provisions herein may result in disciplinary action up to and including termination and may have further legal consequences. Additionally, management may require an employee to enter an employee assistance or drug rehabilitation program.
- III. Use of employee assistance programs (EAP) when available or drug rehabilitation services is encouraged. EAP or rehabilitation services are available as follows: state services provided by the local Commission on Alcohol and Drug Abuse, the Employee Intervention Program of the Department of Vocational Rehabilitation, and the state group health plan.