

**Williamsburg Technical College
STATEMENT OF POLICY**

SECTION C – HUMAN RESOURCES MANAGEMENT

Title EMPLOYEE ALCOHOL/DRUG USE	Number C-29
LEGAL AUTHORITY: Section 59-53-20 of the 1976 Code of Laws of South Carolina, As Amended	
Division of Responsibility Administration and Finance	Date Page 8/17/20 1 of 1
Approval President _____ Commission Chair _____	Supersedes Policy No. C-29 Date 7/7/08

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 PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

It is the policy of the South Carolina Technical College System and Williamsburg Technical College to provide a drug-free, healthful, safe, and secure work environment. Employees are required and expected to report to work in appropriate mental and physical condition to meet the requirements and expectations of their positions.

The South Carolina Technical College System prohibits the unlawful manufacture, distribution, dispensation, possession, or use of narcotics, drugs, other controlled substances, or alcohol at the workplace and in the educational setting. Unlawful for these purposes means in violation of federal/state/local regulations, policy, procedures, rules, as well as legal statutes. Workplace means either on agency premises or other approved work locations. Educational setting includes both institutional premises or in approved educational sites off campus.

Chemical dependency through use of controlled or uncontrolled substances, including alcohol, is recognized as a major health problem and a treatable illness. The agency supports and recommends employee rehabilitation and assistance programs and encourages employees to use such programs.

Williamsburg Technical College will also comply with applicable Federal and State laws and regulations, including Drug Free Workplace Act of 1988 and the Americans with Disabilities Act.