



Administrative Guidelines

Department: Human Resources

Policy: GAMAA

Topic: Drug and Alcohol Testing

Revised: August 2019

PROCEDURE

The Marietta City School System is a drug free workplace and is committed to doing everything it can to foster a work environment which is free of drugs and individuals who use drugs. This is particularly pertinent for employees whose jobs require them to perform duties where the safety and well-being of students are involved. An employee may be required to submit to a drug screen if referred for such by a building administrator who suspects that the employee may be under the influence of drugs or alcohol while in the workplace or at a school sponsored event. A refusal to test has the same consequence as a positive test result. Recommendation for termination of employment will be made to the Superintendent upon receipt of a positive drug test result.

Bus drivers and others who are employed by Marietta City Schools in the operation of a district-owned motor vehicle are required to undergo drug screenings as required by Georgia or federal law.

In the event an employee performing duties that require a commercial driver's license (CDL) fails a drug or alcohol screening and in the opinion of the medical review officer or physician performing the test determines the test results are accurate, the CDL employee will be subject to immediate termination. Employees presenting a diluted sample will be retested.

Local School or Department Protocol for Reporting Reasonable Suspicion of Employee Substance Abuse at the Work Site or School Event:

At the first suspicion of any employee being impaired by alcohol or drugs at the work Site:

- Immediately contact an MPD officer or onsite administrator

- The staff member/administrator should interview the employee demonstrating the suspicious behavior. At least one administrator or his/her designee should be present in the interview
- Document the reasons for reasonable suspicion – those observed behaviors/physical signs which led to the interview, and those observed during the interview.
- Call the Human Resources Director of Employee Relations immediately at 770-422-3500, Ext. 7280, to review the situation and determine next steps. The alternate for the HR Director is the Human Resources Assistant Superintendent at 770-422-3500 Ext. 7292.

Indicators of an employee using alcohol or drugs include but are not limited to changes in performance, behavior, and even appearance, with a pattern of leave abuse as another indicator. To help establish reasonable suspicion of substance abuse at the work site or school event, consistently document such performance and behavior changes. If you suspect someone is impaired, do not allow them to drive a vehicle and/or operate machinery. Please contact the Central Office contacts above for assistance.