



4731 Old Highway 5 South
Ellijay, Georgia 30540

RESA

(706) 276-1111
Fax (706) 276-1114
Larry G. Harmon
Executive Director

I certify that as a new employee of North Georgia RESA. I have been given a copy of the Drug-Free and Alcohol-Free Workplace to read and a copy for my records.

Employee Signature

Date

DRUG-FREE AND ALCOHOL-FREE WORKPLACE

The RESA Board of Control is concerned with the well-being of all employees of the agency. The Board recognizes that a drug-free and alcohol-free workplace encourages productivity and promotes the accomplishment of the Board's missions and goals. In accordance with the Drug-Free Workplace Act of 1988, the RESA Board of Control hereby declares that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol is prohibited in the workplace for all agency employees. This policy applies to events occurring after July 1, 1990.

For purposes of this policy, the following definitions shall apply. A controlled substance is defined as those drugs or substances listed in Schedules I through V of the federal Controlled Substance Act, including but not limited to, marijuana, cocaine, heroin, opiates and amphetamines. Not included are substances used in accordance with a valid prescription. The workplace is defined as a geographic location at which an employee performs work pursuant to his or her employment with the RESA Board of Control, including any travel while in travel status. Conviction means a finding of guilt (including a plea or nolo contendere) or imposition of sentence or both by any judicial body charged with the responsibility to determine violations of the federal or non-federal criminal statute involving the manufacture, distribution, use or possession of any controlled substance.

Each employee shall be given a copy of this policy. As a condition of employment, employees will abide by the terms of this policy and shall notify the Executive Director of any criminal drug or alcohol statute conviction for a violation occurring in the workplace not later than five (5) days after such conviction. The Executive Director shall notify the appropriate state or federal agency within ten (10) days after receiving the actual notice of such conviction.

Within thirty (30) days of notification by the employee or otherwise receiving actual notice of such conviction, the Board of Control shall, with respect to any employee so convicted:

1. Take appropriate personnel action against such an employee, up to and including termination; or
2. Require such employee to participate satisfactorily in a drug or alcohol abuse assistance or rehabilitation program approved for such purpose by a federal, state or local health, law enforcement or other appropriate agency.

The Executive Director shall develop a drug-free and alcohol-free awareness program to inform the employees of the following:

1. The dangers of drug and alcohol abuse in the workplace.
2. North Georgia RESA policy conforms to state rules and regulations regarding the maintenance of a drug-free and alcohol-free workplace. A copy of the state rules and regulations is on file the RESA Drug-Free Schools Coordinator.
3. Any available drug or alcohol abuse counseling, rehabilitation and employee assistance program.
4. Any penalties to be imposed upon employees for drug or alcohol abuse violations occurring in the workplace.

Entities contracting with the Board of Control shall, as a condition of the contract, assure a drug-free and alcohol-free workplace. For contracts, a drug-free and alcohol-free workplace means a geographic location at which individuals are directly engaged in the performance of work pursuant to a contract with the Board of Control.