

Office of Human Resources

1300 Drug Testing

2025-03-13

Table of Contents

1301 Alcohol and Drug - Free Workplace	1
Section A: General Provisions	1
Section B: Reporting Drug Related Arrests and Convictions	2
Section C: Federal Drug-Free Workplace Act	2
Section D: Workplace Violations	2
Section E: Employee Assistance	3
Section F: Georgia Drug Free Public Work Force Act	3
Section G: Illegal Drug Convictions	3
Section H: Substance Abuse Self-Disclosure	4
1301 A1 Alcohol and Drug-Free Workplace Notice	5
1302 Alcohol and Drug Testing Programs	6
Section A: Pre-Employment	6
Section B: Random Drug Testing	7
Section C: Reasonable Suspicion	7
Section D: Illegal Drugs	8
Section E: Alcohol and Drug – Free Workplace Notice	8
Section F: Work Time and Travel	9
Section G: Cost	9
Section H: Random Selection	9
Section I: Directive to Report for Testing	10
Section J: Alcohol Testing Process	10
Section K: Refused Alcohol Testing and Consequences	10
Section L: Positive Alcohol Test Results and Consequences	11
Section M: Drug Testing Process	11
Section N: Refused Drug Testing	12
Section O: Positive Test Results and Consequences	12
Section P: DOL Separation Notice	13
Section Q: Recommendation for Re-Employment	13
Section R: Confidentiality	14
Section S: Records Maintenance	14
1302 A1 Jobs Requiring Alcohol and/or Drug Testing	14

1301 Alcohol and Drug - Free Workplace



Georgia Department of Human Services Human Resources Policy #1301

Alcohol and Drug - Free Workplace

Release Date: November 30, 2010

Revised Date: July 31, 2024

Next Review Date: July 30, 2026

References: 41 U.S.C. § 81— Federal Drug-Free Workplace Act
21 U.S. Code §812 — Schedules of Controlled Substances
O.C.G.A. §45-23-1 et. seq. — Georgia Drug-Free Public Work Force Act
Rules of the State Personnel Board 478-1-.21 — Drug and Alcohol-Free Workplace Program
DHS Human Resources Policy #1302 — Alcohol and Drug Testing Programs

In accordance with the Federal Drug-Free Workplace Act and the Georgia Drug-Free Public Work Force Act, it is the policy of the Department of Human Services (DHS) to maintain a drug-free workplace. DHS will make a good faith effort to ensure that a drug-free workplace is maintained and will continue a drug-free awareness program.

Section A: General Provisions

1. Substance abuse significantly impacts the workplace and is a serious threat to public health, safety, and welfare. There is potential liability for DHS as well as the possibility of danger for clients, customers and other employees of DHS. In addition, substance abuse often has detrimental effects on employees' attendance and work quality, as well as their personal lives.
2. Based on the above and as a condition of employment, DHS employees are to be free of illegal drugs while in the workplace or performing assigned duties. Employees are required to be free of alcohol and are prohibited from possessing or consuming alcohol, while in the workplace or performing assigned duties. Employees are also to be free of legal drugs or other substances that potentially impact the performance of assigned duties. These provisions also apply to work time while in travel status.
3. Employees taking medication that could affect job performance or behavior should immediately notify their Supervisor and their designated Human Resources Representative. A determination regarding ability to perform job duties will be made on a case-by-case basis by the Medical Review Officer (MRO) in coordination with the Office of Human Resources (OHR).

Section B: Reporting Drug Related Arrests and Convictions

1. Employees are required to notify their Supervisors and their designated Human Resources Representative of any criminal drug arrests or convictions of within five (5) calendar days of the date of occurrence. A determination of appropriate action will be made on a case-by-case basis by the MRO in coordination with OHR.
2. Employees who fail to report criminal drug arrests or convictions are subject to disciplinary action, up to and including separation from employment.
3. Information regarding arrests and/or convictions is confidential and will only be shared on a “need to know” basis.

Section C: Federal Drug-Free Workplace Act

1. The Federal Drug-Free Workplace Act of 1988 requires employees be notified that engaging in the unlawful/illegal manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the workplace or while performing assigned duties. Controlled substances are identified in the US Code: Title 21, Section 812.
2. Selected applicants or employees who have not previously signed a document containing this information are to sign a copy of the Alcohol and Drug-Free Workplace Notice (Attachment #1). The signed notices are to be maintained in employees' official personnel files.
3. Employees who engage in unlawful/illegal drug-related activity are subject to disciplinary action, up to and including separation from employment. Refer to DHS Policy #1302: Alcohol and Drug Testing Programs, for specific drug-related information.

Section D: Workplace Violations

1. Any conviction for a drug-related offense that occurred in the workplace must be immediately reported to the employee’s Supervisor, their designated Human Resources Representative, and the Division/ Office Director. “Conviction” means a finding of guilt (including a plea of nolo contendere) or imposition of a sentence by any judicial body.
2. The Supervisor and Division/Office Director are to immediately contact their designated Human Resources Representative to discuss the appropriate action.
 - a. The Federal grantor must be notified of any convictions for drug- related offenses committed in the workplace by employees who work in program areas funded by Federal grants or contracts.
 - b. This notification must be provided to the Supervisor and Division/Office Director and the designated Human Resources Representative within ten (10) calendar days of becoming aware of the conviction.
 - c. Within thirty (30) calendar days of becoming aware of a conviction that must be reported to a Federal grantor, the following must occur:
 - I. Appropriate disciplinary action must be taken against the employee, up to and including separation from employment.

- II. If the employee remains employed, the employee must successfully complete a licensed substance abuse treatment program.

Section E: Employee Assistance

1. Employees are encouraged to seek assistance for drug-related problems through the agency's Employee Assistance Program (EAP), Acentra Health, their health insurance or any other available resource.
2. EAP Services are confidential, within the bounds of the law. Employees may access EAP services by contacting Acentra Health directly at 1-833-276-0988, 24 hours a day, 7 days a week; or can visit: www.EAPHelplink.com/ and enter the company code: Georgia.
3. Employees are also encouraged to inform their Supervisors and their designated Human Resources Representative of substance abuse issues so they can begin the self-disclosure program to remain employed. Please refer to Section H below.

Section F: Georgia Drug Free Public Work Force Act

1. The Georgia Drug-Free Public Work Force Act was passed in 1990. This Act declares that illegal drug activity is a serious threat to public health, safety and welfare. The Georgia General Assembly has, therefore, declared that the public work force must be free of any person who would knowingly commit criminal drug offenses.

Section G: Illegal Drug Convictions

1. The following guidelines have been established by DHS, as the minimum sanctions to be imposed on applicants and employees with illegal drug convictions. "Illegal drug convictions" does not include sentencing under the Georgia First Offender Act or a plea of nolo contendere.
2. **APPLICANT SANCTIONS**
 - a. Applicants with an illegal drug conviction are disqualified from working for DHS for a minimum of two (2) years from the date of conviction.
 - b. Applicants with an illegal drug conviction are disqualified from working for State government, including DHS, for five (5) years from the most recent date of conviction if there have been multiple illegal drug convictions since July 1, 1990.
3. **EMPLOYEE SANCTIONS**
 - a. When official notification or relevant documentation is received which shows that an employee has been convicted of a criminal drug offense for the first time, the employee may be immediately separated from employment if it is determined appropriate.
 - b. If it is determined that an employee convicted of a criminal drug offense for the first time will be retained, the employee must be immediately suspended without pay, effective the date of notice, for a period of not less than two (2) months and can return only after providing certification of completion of a licensed substance abuse treatment program.
 - c. Prior to suspension without pay, an employee may be subject to a reasonable suspicion drug test. Each situation should be reviewed on a case-by-case basis. Refer to DHS Policy #1302:

Alcohol and Drug Testing Programs, for specific information and directions regarding reasonable suspicion drug testing.

- d. While on suspension without pay, the employee cannot be employed by any State employer.
- e. Employees who do not successfully complete the required substance abuse treatment program will be immediately separated from employment.
- f. When official notification or relevant documentation is received that shows an employee was convicted of subsequent criminal drug offenses since July 1, 1990, the employee will be immediately dismissed and disqualified from any State employment, including DHS, for five (5) years from the most recent date of conviction.

4. APPEAL

- a. Classified employees may appeal either a suspension without pay or a separation from employment to the State Personnel Board. Any appeal must be filed with the Office of State Administrative Hearings within ten (10) calendar days of receipt of the notice of adverse action, or the effective date of the action, whichever is later.
- b. Unclassified employees are at-will and cannot appeal a suspension without pay or a separation from employment.

Section H: Substance Abuse Self-Disclosure

1. NOTIFICATION

- a. Employees who notify their Supervisor and their designated Human Resources Representative of an alcohol or illegal drug problem will not be dismissed from employment because of the self-disclosure provided:
 - I. The notification is made prior to arrest for an offense involving alcohol, if the employee is disclosing an alcohol problem, and prior to arrest for an offense involving a controlled substance, marijuana, or a dangerous drug, if the employee is disclosing an illegal drug problem.
 - II. The employee has not refused ordered substance abuse testing or tested positive for illegal drug use or alcohol. If an employee is ordered to appear for substance abuse testing, then self-discloses a substance abuse problem, the employee is not excused from the ordered testing. The employee must successfully complete the testing process and have a negative result before becoming eligible for the protection outlined in this Section.
 - III. The notification has been submitted in writing to the Supervisor and their designated Human Resources Representative and states the employee is receiving or agrees to receive treatment from a licensed substance abuse treatment program.
 - IV. The employee provides certification of satisfactory completion of the treatment program.
 - V. The employee completes return-to-duty substance abuse testing and receives a negative result before returning to work.
 - VI. The employee consents to their substance abuse treatment program disclosing their attendance and progress to the agency.
- 2. The Supervisor and the designated Human Resources Representative must immediately inform

the Agency Drug and Alcohol Coordinator (ADAC), when an employee discloses their substance abuse problem. The ADAC manages the self-disclosure program and process.

3. FAMILY AND MEDICAL LEAVE

- a. Since treatment for substance abuse is considered a serious health condition, any absence from work to participate in a substance abuse program will be charged to available Family and Medical Leave.

4. ADDITIONAL PROVISIONS

- a. The opportunity to maintain employment while in treatment is available to each employee only once in a five (5) year period.
- b. While participating in a substance abuse treatment program, employees' work duties may be modified, if practical to protect persons or property.
- c. Statements made by employees to supervisors or other personnel to comply with this policy are not admissible as evidence against them in any civil, administrative, or criminal proceeding.
- d. Employees who notify their supervisor or other personnel of illegal drug(s) or alcohol use will not be protected from the mandatory sanctions that must be imposed if convicted of an illegal drug or alcohol offense.

For additional information or assistance, please contact your designated Human Resources Representative.

1301 A1 Alcohol and Drug-Free Workplace Notice

1302 Alcohol and Drug Testing Programs



Georgia Department of Human Services Human Resources Policy #1302

Alcohol and Drug Testing Programs

Release Date: November 30, 2010

Revised Date: June 12, 2020

Next Review Date:

References: 49 CFR Parts 40 and 382, et al. — CDL Testing
O.C.G.A. §45-20-90 et seq. — Random Drug Testing of Employees in High-Risk Jobs
O.C.G.A. §45-20-110 et seq. — Drug Testing for State Employment
Rules of the State Personnel Board 478-1-21 — Drug and Alcohol-Free Workplace Program
DHS Human Resources Policy #1301 — Alcohol and Drug-Free Workplace

The Department of Human Services (DHS) has three (3) testing programs that serve to promote an alcohol/drug-free and safe workplace. These alcohol/drug testing programs are as follows:

1. **Pre-employment** (drug testing only)
2. **Random** (drug testing only)
3. **Reasonable Suspicion** (alcohol and drug testing).

All DHS employees are subject to alcohol and drug testing due to reasonable suspicion. In addition, employees in certain positions are subject to other testing programs due to the nature of the job duties performed. The attached list identifies all alcohol and/or drug testing programs (other than reasonable suspicion) that are applicable to each DHS job. Please refer to Attachment #1.

Section A: Pre-Employment

1. Applicants/employees offered employment in jobs designated for pre-employment drug testing with duties similar to those listed below are required to successfully complete a pre-employment drug test.
 - a. Law enforcement duties that include carrying weapons and utilizing arrest powers.
 - b. Driving vehicles on state roads and highways to transport clients, customers, other passengers, or equipment.
 - c. Providing social work and counseling services often directly related to substance abuse difficulties.
 - d. Providing foster care, adoption, and protective services, often involving at-risk children and the elderly.



Pre-employment drug testing is not required when current DHS employees who have

previously been tested move to another job that is subject to pre-employment drug testing with no break in service.

2. Applicants/employees offered employment in a job subject to pre-employment drug testing should be directed to report for testing after the offer has been accepted and before employment begins. Selected applicants/employees are to report for drug testing immediately upon receiving the directive to report.

Section B: Random Drug Testing

1. DHS employees in the following jobs are subject to random drug testing:
 - a. Jobs providing care to clients or customers when an act of negligence, other lapse of judgment or act of misconduct would jeopardize the safety of clients and customers.
2. A random selection of specific positions subject to random drug testing will be made periodically. Employees in selected positions on the testing date are required to report for drug testing immediately upon receiving the directive to report.

Section C: Reasonable Suspicion

1. Alcohol and/or drug testing may be required when there is reason to believe that an employee is under the influence of alcohol and/or illegal drugs while in the workplace or performing assigned duties. This may include alcohol and/or drug testing due to a workers' compensation accident/incident. See DHS Human Resources Policy #1701 — Workers' Compensation and Special Injury Return-to-Work Program.
2. Reasonable suspicion may occur due to an employee's appearance, behavior, speech, odors, or other evidence found or reported. Factors that may lead to a reasonable suspicion include, but are not limited to, the following:
 - a. An on-the-job accident or occurrence where evidence indicates that an employee's action or inaction was in whole or in part the cause, and/or the employee demonstrated in some way that the employee may be under the influence of alcohol and/or illegal drugs.
 - b. An on-the-job incident, such as a medical emergency, that is likely to be a result of alcohol or illegal drug use by an employee.
 - c. Direct observation of an employee's behavior that may render the employee unable to perform assigned job duties and/or responsibilities or which may pose a threat to the safety or health of the employee, other employees, clients, customers, or the general public.
 - d. Verifiable information that an employee may be under the influence of alcohol or illegal drugs.
 - e. Physical on-the-job evidence of alcohol or illegal drug use by an employee.
 - f. Documented deterioration in an employee's job performance that is likely to be a result of alcohol or illegal drug use by the employee.
 - g. The results of other scientific tests that indicate possible alcohol or illegal drug use.
 - h. An anonymous report received which provides credible information that an employee may be under the influence of alcohol or illegal drugs and which alleges improper activity has

occurred with clients and/or customers.

- i. Other action that gives reason to suspect an employee is under the influence of alcohol and illegal drugs.
3. Before an employee is directed to take reasonable suspicion alcohol and/or drug testing, the employee's supervisor must receive explicit approval from the Agency Drug and Alcohol Coordinator (ADAAC). The only exception is when reasonable suspicion test occurs after hours, as noted in item c below.
 - a. Supervisors who observe behavior or other indicators that lead to reasonable suspicion are to **immediately** contact their human resource representative to discuss the specific circumstances.
 - b. The human resource representative are to **immediately** discuss the specifics with the ADAAC. The ADAAC will approve or disapprove reasonable suspicion testing.
 - c. Procedures may be established by DHS facilities operating nights and weekends for reasonable suspicion testing that occurs outside of normal business hours, which is Monday – Friday, 8:00 a.m. to 5:00 p.m.
 - d. If reasonable suspicion testing is conducted outside of normal business hours, the ADAAC must be advised as soon as possible on the next working day.
 4. When it is determined that employees will be tested due to reasonable suspicion, they are to be **accompanied and transported** to the testing site by their supervisor.
 5. Since alcohol metabolizes rapidly, reasonable suspicion alcohol testing is to be completed at the closest testing site as soon as possible. Employees are not to be permitted to drive to or from the testing site.

Section D: Illegal Drugs

1. Drug testing is conducted for the presence of the following illegal drugs: marijuana/cannabinoids (THC), cocaine, amphetamines/ methamphetamines, opiates, and phencyclidine (PCP).
2. The term "illegal drugs" does not include any drug when used according to a valid prescription or as otherwise authorized by Federal or State law.
3. An employee using legally obtained drugs must notify their supervisor and obtain prior authorization before operating a state vehicle or reporting to work if use of the drug(s) could impair the employee's ability to perform their job safely or the safety of others.
 - a. Applicants/employees who test positive for illegal drug use as a result of taking medication prescribed for someone other than themselves are not protected by this provision.

Section E: Alcohol and Drug – Free Workplace Notice

1. The Alcohol and Drug-Free Workplace Notice (DHS Human Resources Policy #1301 Attachment #1) must be given to and signed by all applicants selected for employment.
2. This notice must also be given to and signed by employees hired by DHS from other State departments and DHS employees who move within DHS to a job subject to different testing programs.

3. Applicants/employees who choose not to sign the Alcohol and Drug Drug-Free Workplace Notice will not be given further consideration for the positions for which they applied.
4. When advertising position vacancies, the applicable alcohol/drug testing requirements for the specific positions should be included on all job announcements/postings.

Section F: Work Time and Travel

1. **Employees** who are on-duty and submit to alcohol and/or drug testing are considered in work status during travel time and while taking the test.
2. **FLSA non-exempt employees** who exceed 40 hours of work time in a work period due to testing will be granted appropriate FLSA overtime compensation. Refer to DHS Human Resources Policy #1001 — Fair Labor Standards Act.
3. **Employees** are eligible for mileage reimbursement if a personal vehicle is used to report for testing.
4. **Applicants** who have not begun employment are not eligible to receive travel compensation or work time due to drug testing.

Section G: Cost

1. The expense of ordered alcohol and drug testing based on the programs described in this policy is the responsibility of the Department.
2. Applicants/employees who test positive for an illegal drug(s) are given an opportunity by the Medical Review Officer to request a reanalysis of the same specimen by another laboratory. The cost of such reanalysis is the responsibility of the applicant/employee.

Section H: Random Selection

1. The Department of Administrative Services/Human Resources Administration (DOAS/HRA) will periodically select a sample of position numbers from a pool of designated positions that are subject to the random alcohol and/or drug testing programs each month.
2. DOAS/HRA will forward this selection to the Office of Human Resources and indicate the date on which incumbents of the selected positions are to report for testing.
3. The ADAAC will notify appropriate HR Managers/Supervisors of the selected positions and the testing date.
 - a. All incumbents on selected positions on the testing date must be directed to report for testing.
 - b. If a selected position is vacant on the testing date, the selection of that position should be disregarded.
4. On the testing date if an employee selected for testing is:
 - a. On any type of paid or unpaid leave,
 - b. Attending mandatory training or training away from the worksite, or
 - c. On an extended assignment away from the worksite performing duties not subject to test-

ing, then the following action is to be taken:

- I. The employee must be directed to report immediately for testing upon returning to assigned duties if the employee returns within 30 calendar days of the official testing date.
 - II. The employee will not be notified of selection and will not be sent for drug testing if the employee does not return to duty within thirty (30) calendar days of the official testing date.
5. HR Managers/Supervisors are to direct selected employees to report for random alcohol/drug testing on the testing date. If employees cannot be alcohol/drug tested on the testing date due to work schedules or assignments, they are to be sent as soon as possible **after** the testing date.
- a. Employees must not be given advance notice of required alcohol and/or drug testing.
 - b. Employees must not be sent for random testing before the testing date.

Section I: Directive to Report for Testing

1. Any applicant/employee that is identified for testing will be contacted by their Human Resources Representative or supervisor, respectively, regarding the process.
 - a. Employees directed to report for alcohol testing are to use Breath Alcohol Testing Forms available at the testing site.

Section J: Alcohol Testing Process

1. Because alcohol metabolizes rapidly, it is important that employees ordered to alcohol testing report to the closest site, as soon as possible.



If testing is due to reasonable suspicion, employees are to be **accompanied and transported**.

2. Employees are required to bring a picture ID when reporting to the testing site.
3. A breath test is conducted by a certified Breath Alcohol Technician at a breath testing site (e.g., medical center, testing laboratory or law enforcement agency). If a test result shows an alcohol concentration of 0.02 or greater on the first test, a confirmation test using an evidential breath testing device must be conducted not less than fifteen nor more than twenty minutes after the first test.
4. Employees whose test result shows an alcohol concentration of less than 0.02 will be given a copy of the completed alcohol testing form. Employees are to give this copy of the completed alcohol testing form to their supervisor or human resource representative immediately upon return to work.

Section K: Refused Alcohol Testing and Consequences

1. Employees are considered to have refused alcohol testing under the following circumstances:
 - a. Expressly refusing to submit to testing.

- b. Engaging in conduct that clearly obstructs the testing process.
 - c. Failing to immediately report for testing after receiving notification.
 - d. Failing to remain readily available for testing.
 - e. Failing to provide adequate breath for alcohol testing without a valid medical reason (e.g. a medical statement must be received which indicates that the employee is under treatment for a condition which supports the inability to provide adequate breath).
2. Employees who refuse alcohol testing are to be immediately separated from employment and will be ineligible for future employment with DHS for a period of two (2) years. Eligibility for future employment will be made on a case-by-case basis.

Section L: Positive Alcohol Test Results and Consequences

1. Employees whose test results show the presence of alcohol are not to return to duty or be allowed to drive a vehicle. Employees are to be placed on unapproved leave without pay for any period that they are unable to perform assigned duties. Employees should be assisted with transportation arrangements.
2. A determination of appropriate disciplinary action, up to and including separation, will be made on a case-by-case basis.
3. Employees who are separated based on alcohol testing results may be ineligible for future employment with DHS for a period of two (2) years. A determination will be made on a case-by-case basis.

Section M: Drug Testing Process

1. Once directed to report for drug testing, applicants/employees are to report to an authorized collection site or an approved location within the facility with a picture ID and the appropriate drug testing form.
2. Drug testing is conducted by collecting a urine sample. The sample is tested by a certified laboratory that follows specific collection and chain of custody procedures to ensure that the test is not compromised. Laboratory reports are forwarded to a Medical Review Officer for review and final determination of results.
3. An **observed** collection may be required under the following circumstances:
 - a. When the sample temperature is outside of the acceptable range of 90° to 100° F.
 - b. When the sample has an unusual appearance.
 - c. When the donor exhibits unusual behavior or has an unusual appearance during the collection process; and
 - d. When an authorized official has reason to believe that an attempt may be made to alter or falsify a sample.



Prior to conducting observed collections, collection site representatives should contact the Agency Drug and Alcohol Coordinator. Observed collections must only be con-

ducted by a collection site representative, or sub-contractor, of the same gender as the donor.

4. Applicants/employees will be given a copy of the completed drug testing form at the collection site. This form is to be given to the supervisor or alcohol/drug testing coordinator immediately after the test.

Section N: Refused Drug Testing

1. Applicants/employees are considered to have refused drug testing under the following circumstances:
 - a. Expressly refusing to submit to testing.
 - b. Engaging in conduct that clearly obstructs the testing process.
 - c. Failing to immediately report for testing after receiving notification.
 - d. Failing to remain readily available for testing.
 - e. Failing to provide adequate urine for drug testing without a valid medical reason (e.g. medical statement must be received which indicates that the applicant/employee is under treatment for a condition which supports the inability to produce a urine sample); and,
 - f. When the testing laboratory and the Medical Review Officer determine that the sample has been adulterated or substituted.
2. The ADAAC must be advised when an applicant/employee refuses drug testing.
3. Employees who refuse testing will be immediately separated from employment.
4. Applicants who refuse testing will have the offer of employment immediately withdrawn.
5. Applicants/employees who refuse testing are not eligible for future employment with DHS for a period of two (2) years.
6. In addition, applicants who are "new hires" and refuse Pre-employment drug testing are disqualified from State employment for a period of two (2) years.
7. A copy of the separation letter or notice of withdrawal is to be forwarded to the ADDAC.

Section O: Positive Test Results and Consequences

1. Upon receiving a positive laboratory report, the Medical Review Officer (MRO) will attempt to contact the applicant/employee at the phone numbers listed on the drug testing form to privately discuss the results. The MRO will determine if there is an alternative medical explanation for the positive report.
2. The MRO will report the test results as positive if the applicant/employee:
 - a. Expressly refuses to discuss the test results with the MRO.
 - b. Declines the opportunity to provide an explanation for the results.
 - c. Admits to the use of an illegal drug(s).
 - d. Is unable to provide an alternative medical explanation for the presence of an illegal drug(s).

3. If the MRO is unable to contact the applicant/employee within two (2) workdays, the ADAAC will be notified.
 - a. The ADDAC will notify the appropriate human resources representative Manager/Supervisor.
 - b. The human resources representative is to direct the applicant/employee to immediately contact the MRO and advise the applicant/employee that the test result will be reported as positive if the MRO is not contacted by the next workday.
 - c. If the human resources representative cannot locate the applicant/employee within two (2) workdays, the ADAAC is to be notified. The ADAAC will advise the MRO, and the test result will be reported as positive.
4. The MRO will notify the ADAAC of positive test results.
5. The ADAAC will notify the appropriate human resources representative of positive drug test results.
6. Employees who test positive for an illegal drug(s) will be immediately separated from employment.
7. Applicants who test positive for an illegal drug(s) will have the offer of employment immediately withdrawn.
8. Applicants/employees who test positive for an illegal drug(s) are not eligible for future employment with DHS for a period of two (2) years.



Applicants who are “new hires” and test positive for an illegal drug(s) are disqualified from State employment for a period of two (2) years.

9. It is the policy of the Department to immediately separate current DHS employees who are required to submit to Pre-employment drug testing for another job within State government and either refuse testing or test positive for an illegal drug(s). Such employees will also not be eligible for future DHS employment for a period of two (2) years.

Section P: DOL Separation Notice

1. The reasons for separation to be entered on the DOL Separation Notice (Form DOL-800) are as follows:
 - a. **Classified Employees** - "Dismissed from a classified position due to drug testing."
 - b. **Unclassified Employees** - "Separated from an unclassified position due to drug testing."

Section Q: Recommendation for Re-Employment

1. When employees are separated due to drug testing, "No Rehire" is to be selected on the Request for Personnel/Payroll Action Form. This code indicates that employees are not recommended for re-employment.



Third Party Vendor, First Source Solutions will enter an appropriate code in the drug testing results database in order to generate a warning if an agency attempts to hire an applicant/employee who has been disqualified based on pre-employment drug testing.

Section R: Confidentiality

1. Positive test results are confidential and accessible to staff only on a “need to know” basis. Test results may, however, be referenced in separation letters for classified employees.

Section S: Records Maintenance

1. The official alcohol/drug testing records for all DHS organizational units are maintained by OHR/Compliance Management and housed at the Two Peachtree Building in Atlanta, Georgia.
 - a. All negative results will be maintained by OHR/Compliance Management for two (2) years. Records for positive and refusal results will be maintained for five (5) years.

For additional information or assistance, please contact your local Human Resources Office, or email DHS-Policies@dhs.ga.gov.

1302 A1 Jobs Requiring Alcohol and/or Drug Testing



Georgia Department of Human Services
Human Resources Policy #1302 A1
 Jobs Requiring Alcohol and/or Drug Testing

All jobs are subject to Reasonable Suspicion testing.

Job Code	Job Code Description	Grade	Pre-Employment	Random Drug Testing	Program Requirement
A0015	Asst Deputy Commissioner	SE			
A0082	Commissioner	SE			
A0088	Secretary, Confidential	CS			
A0108	Deputy Commissioner	SE			
A0109	Deputy Director	SE			
A0117	Director	SE			
A0136	Executive Assistant	CS			
A0139	Executive Director	SE			
A0706	Budget Director	SE			
A0830	Division Dir Family & Child Sv	SE			

A0966	Administrative Director	SE			
A1162	Assistant to The Commissioner	SE			
A1485	Chief of Staff	SE			
A2031	Chief Information Officer	SE			
FEP020	Purchase/Procurement Agent 1	I			
FEP021	Purchase/Procurement Agent 2	J			
FEP023	Purchase/Procurement Agt Spv	L			
FEP042	Fac Maintenance Engineer 3	J			
FET032	General Trades Tech 3	G			
FET033	General Trades Tech Spv	H			
FET041	Purchasing Asst 2	F			
FET042	Purchasing Asst 3	H			
FIM010	Mgr, Accounting/Financial Svcs	M			
FIM011	Mgr 2, Account/Financial Svcs	N			
FIM030	Mgr, Budget	N			
FIM031	Sr Mgr, Budget	O			
FIP011	Budget Analyst 2	J			
FIP012	Budget Analyst 3	L			
FIP013	Budget Analyst Spv	M			
FIP020	Accountant 1	H			
FIP021	Accountant 2	I			
FIP022	Accountant 3	K			
FIP023	Accountant 4	L			
FIP041	Payroll Spec 2	I			
FIP042	Payroll Spec 3	K			
FIP053	Grants Spec Spv	M			
FIP060	Financial Analyst 1	H			
FIP061	Financial Analyst 2	J			
FIP063	Financial Analyst Spv	M			
FIP081	Fiscal Policy Analyst 2	L			

FIP101	Financial Reporting Analyst	M			
FIS011	Finance Clerk 2	E			
FIT020	Financial Ops Generalist 1	G			
FIT021	Financial Ops Generalist 2	H			
FIT022	Financial Ops Generalist 3	I			
FIT023	Financial Ops Generalist Spv	J			
FIT042	Claims Examiner 3	I			
GSM010	Mgr, Business Ops	L			
GSM011	Mgr 2, Business Ops	M			
GSM012	Sr Mgr, Business Ops	N			
GSM013	Sr Mgr 2, Business Ops	P			
GSM014	Dir, Business Ops	Q			
GSM021	Sr Mgr, Training	N			
GSP041	Communications Spec 2	I			
GSP042	Communications Spec 3	K			
GSP043	Communications Spec 4	L			
GSP051	Planner 2	J			
GSP052	Planner 3	K			
GSP090	Prgm Consultant 1	K			
GSP091	Prgm Consultant 2	L			
GSP092	Prgm Consultant 3	M			
GSP093	Prgm Consultant Spv	N			
GSP102	Strategic Planning Spec 3	L			
GSP110	Project Mgr (Non-IT) 1	L			
GSP111	Project Mgr (Non-IT) 2	M			
GSP112	Project Consultant (Non-IT) 1	M			
GSP113	Project Consultant (Non-IT) 2	N			
GSP115	Program Mgr (Non-IT) 2	O			

GSP120	Training & Dev Spec 1	G			
GSP121	Training & Dev Spec 2	I			
GSP122	Training & Dev Spec 3	K			
GSP123	Training & Dev Spec Spv	L			
GSP130	Busi Support Analyst 1	J			
GSP131	Busi Support Analyst 2	K			
GSP132	Busi Support Analyst 3	L			
GSP133	Busi Support Analyst Spv	M			
GSS080	Admin Support 1	C			
GSS081	Admin Support 2	D			
GSS082	Admin Support 3	E			
GSS083	Admin Support Spv	F			
GST050	Admin Assistant 1	F			
GST051	Admin Assistant 2	G			
GST052	Admin Assistant 3	H			
GST053	Admin Assistant Spv	J			
GST120	Customer Svc Rep 1	F			
GST121	Customer Svc Rep 2	G			
GST122	Customer Svc Rep 3	H			
GST123	Customer Svc Rep Spv	I			
HCM060	Mgr, Nutrition Prgm	M			
HRM011	Mgr 2, Human Resources	N			
HRP010	HR Generalist 1	J			
HRP011	HR Generalist 2	K			
HRP012	HR Generalist 3	L			
HRP013	HR Generalist Spv	M			
HRP020	HR Spec 1	J			
HRP021	HR Spec 2	K			
HRP022	HR Spec 3	L			

HRP023	HR Spec Spv	M			
HRT011	HR Tech 2	G			
HRT012	HR Tech 3	H			
ITM010	Mgr, Systems Dev	M			
ITM020	Mgr, Information Technology	L			
ITM021	Mgr 2, Information Technology	N			
ITM022	Mgr 3, Information Technology	O			
ITM024	Dir, Information Technology	Q			
ITM050	IT Program Manager 1	O			
ITM051	IT Program Manager 2	P			
ITM060	Mgr, IT Security	O			
ITM061	Mgr 2, IT Security	P			
ITP021	Systems Analyst 2	K			
ITP022	Systems Analyst 3	L			
ITP023	Systems Analyst 4	M			
ITP032	Database Administrator 3	N			
ITP041	Systems Administrator 2	M			
ITP053	Webmaster Spv	O			
ITP061	IT Business Analyst 2	K			
ITP062	IT Business Analyst 3	L			
ITP063	IT Business Analyst 4	M			
ITP090	Developer 1	M			
ITP111	Project Manager 1	L			
ITP140	Network Administrator 1	J			
ITP162	IT Support Specialist 3	K			
ITP174	Info Technology Architect	N			
ITT030	Computer Operator 1	G			
ITT061	Web Designer 2	K			
ITT070	Systems Support Tech 1	G			

ITT071	Systems Support Tech 2	H			
ITT081	Criminal Justice IS Spec 2	H			
ITT082	Criminal Justice IS Spec 3	J			
ITT084	Criminal Justice IS Spec Spv	L			
LEM010	Mgr, Legal Prgm Svcs	M			
LEM021	Sr Mgr, Legal Svcs	O			
LEP021	Attorney 2	L			
LEP022	Attorney 3	M			
LEP023	Attorney 4	N			
LEP032	Contracts Adminis- trator 3	K			
LEP040	Legal Analysis Spec 1	J			
LEP042	Legal Analysis Spec 3	L			
LET020	Legal Secretary 1	F			
LET041	Contract Complnc Tech 2	G			
LET042	Contract Complnc Tech 3	H			
PSP071	Emergency Mgt Spec 2	I			
PSP072	Emergency Mgt Spec 3	J			
PSP080	Complnc Investiga- tor 1	H			
PSP081	Complnc Investiga- tor 2	I			
PSP082	Complnc Investiga- tor 3	J			
PSP083	Complnc Investiga- tor Spv	K			
RCM031	Sr Mgr, Financial Complnc	O			
RCM050	Mgr, Regulatory Complnc	L			
RCP060	Complnc Specialist 1	K			
RCP061	Complnc Specialist 2	L			
RCP063	Complnc Specialist Spv	N			

RCP110	Financial Examiner 1	J			
RCP111	Financial Examiner 2	L			
RCP112	Financial Examiner 3	M			
RCT071	Compliance Monitor 2	H			
RCT072	Compliance Monitor 3	I			
RET011	Real Estate Tech 2	H			
SSM010	Mgr, Social Svcs	L	X	X	Child Welfare
SSM011	Mgr 2, Social Svcs	M	X	X	Child Welfare
SSM012	Mgr 3, Social Svcs	N	X	X	Child Welfare
SSM013	Sr Mgr, Social Svcs	O	X	X	Child Welfare
SSM014	Dir, Social Svcs	P	X	X	Child Welfare
SSP020	Social Svcs Prgm Mgr 1	I			
SSP021	Social Svcs Prgm Mgr 2	J			
SSP022	Social Svcs Prgm Mgr 3	K			
SSP023	Social Svcs Prgm Mgr Spv	L			
SSP030	Social Svcs Prgm Coord 1	H			
SSP031	Social Svcs Prgm Coord 2	I			
SSP032	Social Svcs Prgm Coord 3	J			
SSP033	Social Svcs Prgm Coord Spv	K			
SSP040	Social Svcs Prgm Consultant 1	I	X	X	Child Welfare
SSP041	Social Svcs Prgm Consultant 2	J	X	X	Child Welfare
SSP042	Social Svcs Prgm Consultant 3	K	X	X	Child Welfare
SSP043	Soc Svcs Prgm Consultant Spv	L	X	X	Child Welfare
SSP050	Economic Support Cons 1	G			
SSP051	Economic Support Cons 2	H			
SSP053	Economic Support Cons Spv	J			

SSP070	Social Svcs Spec 1	G	X	X	
SSP071	Social Svcs Spec 2	H	X	X	
SSP072	Social Svcs Spec 3	I	X	X	
SSP073	Social Svcs Spec Spv	J	X	X	
SSP081	Advocate 2	H	X	X	
SSP082	Advocate 3	I	X	X	
SSP083	Advocate Spv	J	X	X	
SSP090	Employment Svcs Spec 1	F			
SSP091	Employment Svcs Spec 2	G			
SSS010	Client Support Worker 1	B	X		
SSS011	Client Support Worker 2	C	X		
SSS012	Client Support Worker 3	D	X		
SST010	Social Svcs Tech 1	D	X		
SST011	Social Svcs Tech 2	E	X		
SST012	Social Svcs Tech 3	F	X		
SST030	Soc Svc Claims/Benefits Tech 1	F			
SST031	Soc Svc Claims/Benefits Tech 2	G			
SST041	Interpreter 2	D			
SST060	Child Support Svcs Agent 1	E			
SST061	Child Support Svcs Agent 2	F			
SST062	Child Support Svcs Agent 3	G			
SST063	Child Support Svcs Agent Spv	H			
SST070	Economic Support Spec 1	E			
SST071	Economic Support Spec 2	F			
SST072	Economic Support Spec 3	F			
SST073	Economic Support Spec Spv	H			
TRP050	Transportation Specialist 1	I			

TRP053	Transportation Specialist 4	L			
TRS010	Ground Transp Worker 1	B	X		
H1401	Social Services Aide	TPW	X	X	
H6001	Clerical Worker	TPW			
T1401	Professional Social Srv Worker	TPW	X	X	
T1601	Personnel Services Worker (Retirees)	TPW	X*	X*	
T6001	Support Services Worker	TPW			
T1402	Social Serv Tech Worker	TPW	X	X	
T8001	Information Sys-tems Worker	TPW			

**A review of the position's specific responsibilities is needed to determine the proper drug testing code as job duties vary position to position.*