


**Greenville Technical College  
Administrative Policies**

Policy Name:	Alcohol and Other Drug Use Policy	Approved by President
Policy Number:	4-11	Date Established: 3/30/2015
Date Revised:		Date Removed:



**Rationale and Purpose**

The South Carolina Technical College System prohibits the unlawful manufacture, distribution, dispensation, possession or use of narcotics, drugs, other controlled substances and the use of 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.

**Policy Statement**

It is the policy of Greenville Technical College System to provide a drug free, healthful, safe and secure work and educational environment. Employees and students are required and expected to report to their work, class, or student activities in appropriate mental and physical condition to meet the requirements and expectations of their respective roles. For purposes of this policy, workplace means either an agency premises or while conducting agency or college business away from the agency or college premises. Educational setting includes both institutional premises or in approved educational sites off campus.

**Scope**

Chemical dependency through the use of controlled and uncontrolled substances, is recognized as a major health problem and a treatable illness. The College will provide education programs for its employees and students regarding both legal and illegal drug use including alcohol. Emphasis will be on counseling, rehabilitations, and employee and student assistance programs. Penalties may be imposed upon employees and students for drug abuse violations occurring on College property or during any part of a College activity. Greenville Technical College, its employees and students will also comply with applicable Federal and State Laws and regulations, and the Drug Free Workplace Act of 1988, and the Drug Free Schools and Communities Act Amendments of 1989 and the American Disabilities Act.

**Roles/Responsibilities**

Any comments concerning GTC’s compliance with this law should be addressed to the Office of the Vice President for Finance at (864) 250-8179. Any concerns or threats to a student’s or employee’s safety or property should be address to the office of the Vice President for Finance. Further, any suspicious situations and crimes occurring on campus must be reported to the GTC Campus Police Department. GTC’s Department of Human Resources is the designated area to will work with employee violations regarding this policy. The Dean of Students Office is the designated area to work with student violations regarding this policy.

**Non-Compliance**

*Failure to comply with/follow this policy will result in disciplinary action up to and including dismissal.*

<b>If Applicable:</b>	
Procedures	<p><b>Responsibility to Report Crimes</b>  All members of the Greenville Technical College community, its guests and visitors are encouraged to report emergency situations or instances of possible violations of law or college policies to the Campus Police. Campus Police officers have the primary responsibility for responding to such reports.</p> <p><b>Reporting Procedures</b>  Notify the Campus Police at extension 8911 [(864) 250-8911] or simply press the button on one of the emergency phones located throughout the Barton Campus to report the incident, and provide the following information:</p> <ol style="list-style-type: none"> <li>1. Name of the person calling in the report (not required)</li> <li>2. Nature of the incident</li> <li>3. Location of the incident</li> <li>4. Description of person involved</li> <li>5. Description of property involved</li> </ol>
Forms	
Related Documents	
Associated SBTCE Policies & Procedures	SBTCE Policy 8-7-105 Employee Alcohol/Drug Use
Other Related Links (referenced above)	