



**ADMINISTRATIVE DIRECTIVE 04-02-89**

**TO:** Each SCHRA Employee

**FROM:** Executive Director, James Coy Anderson

**SUBJECT:** Policy Prohibiting Employee Use of Illegal Drugs

**DATE:** May 1, 1989 (rev. 03-25-96; rev. 09-20-06; rev. 07-01-09)

1. It is the policy of the South Central Human Resource Agency that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited while on agency premises or while engaged in work for the agency.
2. Violation of this policy will result in disciplinary action as follows: May be sufficient grounds for immediate dismissal as contemplated under misconduct or other disciplinary action pending a determination of the severity of same.
3.
  - a. Use of illegal or controlled substances may result in death to the drug user as a result of using the drug. Drug use in the workplace may also cause accidents resulting in death or injury to the employee or his co-workers, damage to property, adverse public relations for the agency and a general impairment of the efficiency of the agency in serving its clients.
  - b. It is the policy of the agency to maintain a drug free workplace.
  - c. The agency reserves the right to allow employees to participate in an education and/or treatment program approved by the agency as an alternative to or in addition to disciplinary action. If such a program is offered and accepted by the employee, then the employee must satisfactorily participate in and complete the program as a condition of continued employment.
4. Each employee must, as a condition of employment with the agency:
  - a. Acknowledge receipt of the policy
  - b. Abide by the terms of this policy
  - c. Notify the agency of any criminal drug statute conviction for a violation occurring within the workplace no later than five (5) days after such conviction.

5. Employees will be subject to suspicious drug use policy mandated by (*TN LAW (TCA 71-3-514)*)

6. The Agency, as part of this policy will:

- a. Notify the federal agency from which it receives grants of any criminal Drug statue conviction for a violation occurring in the workplace. This notification will be made within ten (10) days of the agency becoming aware of same.
- b. Impose appropriate disciplinary action on any employee convicted of any criminal drug statue conviction for a violation occurring in the workplace. Such disciplinary action will be taken within thirty (30) days after the agency receives notice of the conviction.
- c. Make a good faith effort to continue to maintain a drug free workplace through the implementation of this policy.

Sincerely,

James Coy Anderson

---

#### CERIFICATION OF ACKNOWLEDGEMENT

By signature affixed hereto, I am acknowledging receipt of the South Central Human Resource Agency Administrative Directive 04-02-1989 (rev. 03-25-96, rev. 09-20-06, rev. 07-01-09) establishing Policy Prohibiting employee use of illegal drugs in compliance with Federal Public Law 100-690, 102 Stat. 4181. And State of TN Law *TCA 71-3-514*.

---

Employee Signature

---

Date

Cc: Personnel File when returned  
Rev. 07-01-2009