

**GREENVILLE COUNTY'S**  
**SUBSTANCE ABUSE POLICY FOR**  
**APPLICANTS AND EMPLOYEES**

**(FOR TESTING TO BE CONDUCTED IN SOUTH CAROLINA)**

**1.0 STATEMENT OF PURPOSE**

- 1.1 Greenville County (the "County") is firmly committed to a safe, healthy, and productive work environment, free of accidents and injuries resulting from the misuse of alcohol or drugs. The unlawful or improper presence or use of drugs or alcohol in the workplace presents a danger to everyone. For these reasons, the County has established the following substance abuse policy. As provided below, drug and alcohol testing is an integral part of the County's substance abuse policy. Compliance with the policy is required as a condition of employment and/or continued employment with the County.
- 1.2 This policy applies to applicants applying for safety-sensitive positions and all County employees, including employees in managerial or supervisory positions.<sup>1</sup> However, as described below, certain types of testing shall apply only to "safety-sensitive" employees. "Safety-sensitive" means that the employee's job duties are so potentially dangerous or critical, as determined in the sole discretion of the County, that the employee could cause serious personal injury or property damage if he/she performed his/her job duties under the influence of drugs or alcohol.
- 1.3 The County maintains a policy of non-discrimination and will endeavor to make reasonable accommodations to assist recovering addicts or alcoholics and those having a medical history reflecting treatment for substance abuse conditions. We encourage employees to seek assistance before their drug and alcohol use renders them unable to perform their essential job functions or jeopardizes the health and safety of themselves or others.
- 1.4 Questions regarding the meaning or application of this policy should be directed to the Director of Human Resources or his/her designee.
- 1.5 **THIS POLICY IS NOT A CONTRACT OF EMPLOYMENT. EMPLOYMENT WITH THE COUNTY IS AT WILL. THIS MEANS THAT THE EMPLOYMENT RELATIONSHIP CAN BE TERMINATED AT ANY TIME BY EITHER PARTY, WITH OR WITHOUT NOTICE. YOUR EMPLOYMENT-AT-WILL STATUS**

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<sup>1</sup> Employees who are required to have a CDL to operate a commercial motor vehicle in the performance of their job are subject to additional and different testing requirements promulgated by the Federal Motor Carrier Safety Administration.

**CANNOT BE ALTERED BY ANY ORAL STATEMENT OR REPRESENTATION, BUT CAN ONLY BE CHANGED BY A WRITTEN CONTRACT, WHICH MUST BE SIGNED BY THE COUNTY COUNCIL CHAIRPERSON AND THE ADMINISTRATOR OF THE COUNTY OF GREENVILLE.**

**2.0 PROHIBITED CONDUCT**

2.1 Prohibited Conduct Concerning Alcohol and Drugs

The following conduct by employees is prohibited:

- a. Reporting for work or remaining on duty after the employee has consumed alcohol in any amount that adversely affects the employee's job performance.
- b. Consuming alcohol at any time during an employee's workday. This includes, but is not limited to, while an employee is on or off the work premises of the County, as well as during the employee's meal and other break periods.
- c. Consuming alcohol within the eight-hour period immediately following a work-related accident (as defined in Section 4.2) or before the employee has submitted to a post-accident alcohol test, whichever comes first.
- d. Engaging in any illegal or unauthorized use of drugs at any time while on or off duty. This includes, but is not limited to, while an employee is on or off their work premises, as well as during the employee's meal and other break periods.
  - (i) This prohibition does not apply to prescription or over-the-counter medications taken by employees which:
    - (1) have been lawfully prescribed to, or obtained by, the employee;
    - (2) are being used by the employee in accordance with the prescription's guidelines (if applicable); and
    - (3) before reporting to work under the influence of such medication, the employee has inquired whether the drug manufacturer or the employee's physician warns against driving, operating machinery or performing other work-related, safety-sensitive tasks. If such warnings exist, the employee taking the medication must inform his/her supervisor of such restrictions before reporting to work under the influence of such substances. When informing his/her supervisor(s) or the Director of Human Resources

or his/her designee of such restrictions, the employee should not identify the medication(s) being used or the reason for its use. The County will evaluate and respond to this information on a case-by-case basis. Responses may include, among other things, temporary job reassignment or modifications, a request for additional medical documentation and consultation, and/or an instruction that the employee not work until the restriction is removed. Any employee who fails to notify the County about warnings accompanying lawfully prescribed or obtained medications that may impact the employee's ability to work safely will be subject to corrective action up to and including possible termination of employment.

- e. Failing to stay in contact with the County or its medical review officer while awaiting the results of a drug test.
- f. Engaging in the unlawful or unauthorized manufacture, distribution, dispensation, solicitation, sale, purchase, transfer or possession of drugs or alcohol while on County-paid time, on County premises, in County vehicles, or while otherwise engaged in activities for or on behalf of the County. In addition, an employee's illegal conduct involving drugs or alcohol during non-work times may also result in discipline, up to and including termination, depending on the circumstances.
- g. The refusal to submit to any drug or alcohol test that is required under the County's policy will result in the employee's immediate termination of employment.
- h. Testing positive on any drug or alcohol test that is required under this policy.

2.2 Refusal to Submit to a Test: An applicant or employee who engages in any of the following conduct will be considered to have refused to submit to a test:

- a. Refusing or failing to appear for a drug or alcohol test within a specified time, as determined by the County, after being directed to do so by the County;
- b. Failing to sign an authorization form permitting the release of the drug or alcohol test result to the County;
- c. Failing to remain at the testing site until the testing process is complete;
- d. Failing to provide or attempting to provide a urine, saliva, breath, blood or hair specimen for testing without adequate medical explanation;

- e. Failing or declining to take a second drug or alcohol test that the County or collector has directed to be taken;
- f. Failing to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the County as part of the “shy bladder” procedures, or the insufficient breath procedures;
- g. Adulterating or substituting a urine sample, or attempting to adulterate or substitute a urine sample;
- h. Refusing or failing to notify the County promptly that the employee was involved in a work-related accident (as defined in Section 4.2 of this policy), without a valid excuse; or,
- i. Failing to cooperate with any part of the testing process such as by delaying the collection, testing or verification process or otherwise engaging in conduct that clearly obstructs or manipulates, or attempts to obstruct or manipulate, the testing process.

2.3 Consumption of Food or Food-Products Containing Hemp: The consumption of food and food-products containing hemp may cause an applicant or employee to test positive. A test result that is positive as a result of an applicant’s or employee’s consumption of food or food-products containing or made from hemp or hemp products will be reported as a positive test. The applicant will be ineligible for employment with the County, and an employee will be terminated from employment.

2.4 Prohibition on Employee Working: No supervisor or manager who has actual knowledge that an employee has engaged in or is engaging in conduct prohibited under this policy shall permit the employee to work or continue working under such circumstances. Any employee who has been directed not to work or directed to stop working under such circumstances must immediately comply.

**3.0 REQUIRED PRE-EMPLOYMENT DRUG TESTING OF APPLICANTS FOR SAFETY-SENSITIVE POSITIONS**

All applicants for safety-sensitive positions to whom the County has given a conditional offer of employment are required to submit to a pre-employment drug test and must receive a negative result as a condition of employment.

3.1 Positive Test Results: Any applicant who receives a verified positive drug test result will be ineligible for employment with the County.

3.2 Refusal to Submit: Any applicant who refuses to submit to a test will be ineligible for employment with the County (as defined in Section 2.2).

**4.0 REQUIRED TESTING FOR EMPLOYEES**

Except as otherwise provided in this policy, employees are required to submit to testing under the circumstances described below. Except where conditions otherwise require, all tests will normally be conducted either during or immediately after the regular work period, which includes any period when an employee is working overtime.

4.1 “Reasonable Suspicion” Drug and Alcohol Testing – Applies to All Employees.

- a. An employee must submit to a drug test and/or an alcohol test whenever the County has reason to suspect the employee has or may have used drugs or alcohol in violation of the County’s policy.
- b. The County’s “reasonable suspicion” determinations will be based on specific, current observations, including, but not limited to, the employee’s appearance, behavior, conduct, speech, or body odors. These observations also may include indications of an employee’s chronic use of, or the effects of withdrawal from, drugs or alcohol. The determination may be based on a single instance of conduct involving a serious potential risk of harm to the employee or others, or to County property or the property of others.
- c. All “reasonable suspicion” tests must be administered as soon as possible following the determination.
- d. The County shall transport or make arrangements for the transport of the employee to and from the collection site.
- e. An employee who is required to submit to a “reasonable suspicion” test will be suspended until the drug or alcohol test results are received. The County also reserves the right to evaluate the employee’s conduct that triggered the drug and/or alcohol test, to determine if the conduct in and of itself warrants discipline, up to and including termination.

4.2 Post-Accident Drug and Alcohol Testing – Applies to All Employees

- a. Whenever an employee causes or contributes to a work-related accident (as defined below), the employee will be required to submit to a drug test and/or an alcohol test.
  - (i) As used in this policy, “work-related accident” means an accident:
    - (1) which occurs while the employee is at work or at another worksite location, or is off-site while engaged in activities for or on behalf of the County, or while the employee is operating a vehicle, including the employee’s personal vehicle, for or on behalf of the County, and

(2) the accident results in one or more of the following: (i) a fatality; or (ii) bodily injury to any individual who, as a result of the accident, requires immediate medical treatment (excluding first aid) at or away from the scene of the accident; or (iii) property damage to County property or to the property of a customer that exceeds \$1,000 as estimated in the County's sole judgment at the time of the occurrence; or (iv) in the case of a vehicle accident, one or more vehicles involved in the accident incurs disabling damage as a result of the accident, requiring the vehicle(s) to be transported away from the scene by another vehicle.

- b. All post-accident tests must be administered as soon as possible following the accident. Employees who are involved in a work-related accident must remain readily available for testing or will be considered to have refused to submit to a test. However, an employee who is involved in a work-related accident is not prohibited from leaving the scene of an accident for the period of time necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care for the employee or others injured as a result of the accident.
- c. Except where circumstances do not permit, the County shall transport or make arrangements for the transport of the employee to and from the collection site.
- d. An employee who is required to submit to a post-accident test will be suspended until the drug or alcohol test results are received. The County also reserves the right to evaluate the employee's conduct that triggered the test, to determine if the conduct in and of itself warrants discipline, up to and including termination.

4.3 Random Drug and Alcohol Testing of Employees in Safety-Sensitive Positions.

- a. The County will conduct random drug and alcohol testing on employees who work in safety-sensitive positions.
- b. Random drug and alcohol tests will be unannounced and the dates of such tests will be spread out reasonably throughout the calendar year.
- c. Employees who work in safety-sensitive positions will be put into one or more random selection pools and will be selected for testing by the County using a random selection process that ensures that each employee in the selection pool has an equal chance of being selected each time a selection is conducted. Appropriate safeguards will be used to ensure that the identity of individual employees who could be selected cannot be determined until after an employee is actually selected.

- d. Whenever an employee is notified of his/her selection, the employee must proceed to the test site immediately. No employee will be excused. An employee who does not proceed to the test site immediately may be deemed to have refused to test.

## **5.0 CONSEQUENCES FOR POLICY VIOLATIONS**

Employees who violate the County's policy are subject to the following consequences:

- 5.1 Refusal to Submit: Employees who refuse to submit to a test when requested will be terminated from employment. Refer to section 2.2 of this policy for a description of the conduct which will be considered as a refusal to submit to a test.
- 5.2 Positive Test Results: Any employee who receives a verified positive drug test result or a confirmed alcohol test result of .04 or greater will be terminated.
- 5.3 Other Policy Violations: The employee will be immediately removed from his/her job duties and will be subject to discipline, up to and including termination.
- 5.4 Fitness-For-Duty Evaluation: Whenever an employee is required to submit to a "reasonable suspicion" test and receives a negative test result, the County may require the employee to also submit to a fitness-for-duty evaluation if he or she occupies a safety-sensitive position. The evaluation may include a review of the employee's medical records and/or a medical examination by a licensed physician. The purpose of the evaluation is to determine whether the employee poses a significant risk of substantial harm to the health and safety of the employee or others in the workplace. Employees will be required to provide the necessary authorizations for obtaining the medical records and conducting the examination. Depending upon the results of the evaluation, the County will consider whether the safety or health risk can be eliminated or sufficiently reduced by a reasonable accommodation, if applicable.
- 5.5 Potential Forfeiture of Workers' Compensation and/or Unemployment Compensation Benefits: Any violation of this policy will be considered as gross and willful misconduct. In addition to the discipline and other consequences imposed under this policy, employee misconduct may also result in the denial of unemployment compensation under South Carolina law. Additionally, employees who are injured as a result of using drugs or alcohol in violation of this policy and/or the other County safety rules also risk forfeiture of workers' compensation benefits under South Carolina law.
- 5.6 An employee who is terminated due to a violation of this policy will not be eligible to grieve his/her termination.

## **6.0 NOTIFICATION OF TEST RESULTS, CONFIDENTIALITY, TESTING EXPENSES AND COMPENSATION FOR TESTS**

- 6.1 Applicants and employees will be provided with a copy of their test results if they test positive.
- 6.2 The County will maintain records of its substance abuse program in a secure location with controlled access. These records are confidential and will not be disclosed, except in accordance with applicable law.
- 6.3 The County will pay for all drug or alcohol tests required by the County.
- 6.4 All time an employee spends providing a specimen for testing, including travel time to and from the collection site in order to comply with a test required under this policy, shall be considered as working time.

## **7.0 TESTING PROCEDURES**

The County's drug and alcohol testing procedures comply with South Carolina and local law. The County's procedures ensure the integrity, confidentiality and reliability of the testing process, safeguard the validity of the test results and ensure that test results are attributed to the correct individual. These procedures also are intended to minimize the impact upon the privacy and dignity of applicants and employees being tested.

The County reserves the right to require saliva, blood and/or hair tests, urine tests (including test kits), and/or breath-alcohol tests.

### **7.1 Drug Testing**

The County has established a chain of custody procedure for urine specimen collection and testing that will verify the identity of each urine specimen and test result.

#### **a. Collection facilities and laboratories**

Drug testing will be conducted by outside collection facilities and laboratories. The laboratories analyzing the test results will be certified by the U.S. Department of Health and Human Services ("DHHS-certified laboratory") or as otherwise required or permitted under South Carolina law.

#### **b. Drugs to be tested for**

The County will test for the following drugs: amphetamines, barbiturates, benzodiazepines, cocaine, marijuana, methadone, methaqualone, opiates, phencyclidine (PCP), propoxyphene and their metabolites.

#### **c. Confirmation and review of drug test results**

All positive drug test results will be confirmed by gas chromatography and mass spectrometry ("GC/MS"). All confirmed positive drug test results



will be reviewed by a medical review officer ("MRO") to determine whether there is any legitimate explanation for the positive test result. This review may include a medical interview, review of the employee's medical history, or review of any other relevant biomedical factors and all medical records made available by the applicant or employee.

An applicant's or employee's use of prescription and over-the-counter medications may result in a positive test result. Applicants and employees will be given the opportunity to discuss with the MRO any legitimate explanation for the positive test result. Applicants and employees may provide any information which may be considered relevant to the test, including identification of prescription or nonprescription drugs currently or recently used, or other relevant medical information. If the MRO determines that there is a legitimate medical explanation for the confirmed positive test result, the MRO will report the test result as negative. If the MRO determines that there is no legitimate explanation for the confirmed positive test result, the result will be verified by the MRO as a confirmed positive test. The MRO's determination is conclusive for the purpose of this policy.

If an applicant or employee refuses or fails to make himself/herself available to speak with the MRO, the MRO may verify a test as positive without having communicated directly with the tested individual. If the MRO reports to the County that a negative drug test was diluted, the applicant or employee will be directed to take another test immediately. If the applicant or employee refuses to take a second test, this constitutes a refusal to test.

d. Inability to provide adequate amount of urine

If the applicant or employee is unable to provide an adequate quantity of urine, then the individual will be instructed to drink a set amount of fluids and, after a set period of time, will be directed to provide a complete specimen. If the applicant or employee refuses to drink the fluids as directed, or refuses to provide a new urine specimen, this will constitute a refusal to submit to a test.

If an applicant or employee has not provided a sufficient specimen within a certain time period after the first unsuccessful attempt to provide the specimen, the County will direct the employee to provide a hair or blood specimen. If hair or blood testing is not possible, the County will direct the applicant or employee to undergo a medical evaluation to determine whether the applicant or employee has a medical condition that prevented the provision of a sufficient urine specimen.

7.2 Alcohol Testing

a. In general

Alcohol screening tests will be performed either by a screening test technician ("STT") using a non-evidential screening device which the STT is proficient to operate, or by a breath alcohol technician ("BAT") using an evidential breath testing device ("EBT") which the BAT is proficient to operate.

b. Confirmation of alcohol test results

If the result of the screening test is an alcohol concentration of 0.04 or greater, a confirmation test will be performed. The confirmation test will be conducted within 30 minutes from the end of the screening test. If the confirmation test result is an alcohol concentration level of 0.04 or greater, the test result will be reported as a positive. The confirmation test result is the final result upon which any discipline or other action taken under the County's policy shall be based.

c. Inability to provide adequate specimen amount for alcohol testing

If the employee is unable to provide sufficient saliva to complete a test on a saliva screening device, the STT shall conduct a new test, using a new device. If the employee refuses to complete the new test, this will constitute a refusal to submit to a test and the employee will be terminated. If the new test is completed, but there is an insufficient amount of saliva to activate the device, the employee shall immediately take a breath alcohol test using an EBT.

Each employee shall blow forcefully into the mouthpiece of the EBT for at least six (6) seconds or until the EBT indicates that an adequate amount of breath has been obtained. If an employee fails to provide or claims that he or she is unable to provide a sufficient amount of breath to permit a valid breath test, the County will direct the employee to submit to urine, hair or blood testing. If the employee refuses, the employee will be considered to have refused to test. If blood testing is not possible, the County will direct the employee to undergo a medical evaluation to determine whether the employee has a medical condition that prevented the provision of a sufficient breath specimen.

## **8.0 SELF-IDENTIFICATION OF A SUBSTANCE ABUSE PROBLEM**

- 8.1 Consistent with and subject to the County's policies concerning the Family and Medical Leave Act, and personal leaves and vacations, employees who voluntarily self-identify themselves as having a drug and/or alcohol problem and who voluntarily request assistance for such problem will be referred to a substance abuse professional for an evaluation and for an appropriate counseling, treatment or rehabilitation program, if recommended. The cost of

the evaluation and any counseling, treatment or rehabilitation is the employee's responsibility. (For further details concerning the employee's payment obligations, employees should refer to their individual medical insurance plan.)

- 8.2 This request must be made before the employee is required to submit to a drug or alcohol test required by this policy. Employees may not use this self-identification provision to avoid taking a test when required under this policy or to avoid being disciplined for receiving a positive test result or for refusing to submit to a test (refer to Section 2.2 for a description of conduct that constitutes a refusal to submit to a test).
- 8.3 Once leave commences, periodic certification that the employee is actively continuing to participate in the program, together with progress reports, shall also be required. As a further condition of taking such leave, the employee will be required to authorize the attending substance abuse professional to communicate directly with the County, including the release of the employee's relevant treatment records to the County, except as federal or state law may otherwise require. All such oral and written communications between the substance abuse professional and the County shall be treated as confidential.
- 8.4 Except where the federal or South Carolina law prohibits, all leave time taken for the evaluation, counseling, treatment or rehabilitation will be counted against the leave to which the employee may be entitled under the federal or state Family and Medical Leave laws, or other applicable leave policy, if any.
- 8.5 In accordance with the applicable "Agreement For Voluntary Treatment and Conditions for Continued Employment" executed prior to the commencement of such leave, employees will be required to submit to return-to-duty drug and/or alcohol testing as a condition of returning to work and receive a negative result. Employees will also be required to submit to unannounced follow-up drug and/or alcohol tests.
- 8.6 Employees that refuse to sign the Employee Consent Form for Alcohol/Drug Treatment Release of Medical Information, or fail to comply with their prescribed treatment, will be terminated from employment.
- 8.7 Exceptions: Employees who perform medical services, detention services, forensic services, law enforcement and law enforcement support services, and employees charged with the duty of testing, maintenance and/or storage of prescribed medications and/or confiscated drugs do not qualify for the voluntary disclosure assistance program for illegal drug use. These employees do, however, qualify for the alcohol self-disclosure program and programs designed to assist with problems associated with legally prescribed medications.

## **9.0 SAFETY SENSITIVE POSITIONS**

Safety sensitive positions include, but are not limited to:

- Animal Care Services Manager
- Animal Care Supervisor
- Animal Care Technician
- Animal Care Veterinarian
- Animal Control Officer
- Animal Control Supervisor
- Assistant Emergency Preparedness Coordinator (only if a sworn Law Enforcement Officer)
- Building Maintenance Coordinator
- Building Security Coordinator
- Bus Driver
- Captain (EMS, Detention, Records, Sheriff's Office)
- Communications Specialist (all levels)
- Convenience Center Operator
- Constable
- Coroner
- Deputy Coroner
- Criminalist
- Crossing Guard
- Deputy (all levels)
- Deputy Coroner
- Detention Officer (all levels)
- Director, EMS
- DNA Technical Leader
- Emergency Medical Technician (all levels)
- Emergency Preparedness Coordinator (only if a sworn Law Enforcement Officer)
- Emergency Services Coordinator
- EMS Administrative Coordinator
- EMS Shift Coordinator
- EMS Zone Coordinator
- Forensic Evidence Technician
- Grounds Keeper
- Heavy Equipment Operator (all levels)
- Jail Administrator
- Laborer
- Licensed Practical Nurse
- Licensed Professional Counselor
- Lieutenant (EMS, Detention, Records, Sheriff's Office)
- Lifeguard
- Light Equipment Operator
- Mechanic
- Medical Administrator
- Medication Assistant

- Mental Health Manager
- Nurse Practitioner
- Paramedic (all levels)
- Public Safety Coordinator
- Public Works Superintendent
- Public Works Assistant Superintendent
- Registered Nurse
- Service Representative/Call Taker (Sheriff's Office)
- Skilled Trades Technician (all levels)
- Sergeant (EMS, Detention, Records, Sheriff's Office)
- Sign Shop Graphic Technician
- Tire Shop Mechanic
- Traffic Control Specialist
- Train Operator
- Veterinarian
- Zamboni Operator
- Any other employee who performs medical services, detention services, forensic services, law enforcement and law enforcement support services, and employees charged with the duty of testing, maintenance and/or storage of prescribed medications and/or confiscated drugs, and employees in positions not listed above that are determined to be safety sensitive.

**10.0 REPEAL**

This Substance Abuse Policy replaces all previous policies on this subject.

**11.0 EFFECTIVE DATE**

This Substance Abuse Policy shall take effect immediately upon the date of its adoption.

\_\_\_\_\_  
Joseph Kernell, County Administrator

Approved by the Greenville County Council, \_\_\_\_\_



**RECEIPT OF SUBSTANCE ABUSE POLICY FOR SAFETY-SENSITIVE APPLICANTS**

**APPLICANT'S CERTIFICATION:**

I hereby acknowledge that I received a copy of Greenville County's (the "County") Alcohol and Drug Testing Policy for Applicants and Employees on the date noted below. I acknowledge and agree that I am responsible for reading the policy in full and complying with its requirements. I understand that, as a condition of being hired by the County, I must submit to a pre-employment drug test and that my test result must be negative. I also understand that I may be subject to additional drug, as well as alcohol, testing if I am hired. I have also been advised and understand that the County will answer any questions which I may have regarding the policy and that my questions should be addressed to the Director of Human Resources or the Human Resources Alcohol and Drug Testing Facilitator. I also understand and acknowledge that in signing this receipt I am giving the County my consent to submit to the County's pre-employment test under the terms and conditions described in the policy.

**I understand that if I fail to comply with the Drug Testing Policy for Safety-Sensitive Applicants, I will be ineligible for employment with the County.**

I hereby authorize any state licensed laboratory, physician, hospital or medical professional retained by the County of Greenville for screening purposes to conduct such screening and to provide the results to the County of Greenville. I further release the County of Greenville and the laboratory, its employees, agents, or contractors from any liability whatsoever arising from the alcohol/drug test(s).

Prior to signing this Receipt, I read it carefully and had an opportunity to ask questions regarding its content.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
(print name)



**RECEIPT OF SUBSTANCE ABUSE POLICY FOR EMPLOYEES**

**EMPLOYEE'S CERTIFICATION:**

I hereby acknowledge that I received a copy of Greenville County's (the "County") Substance Abuse Policy for Applicants and Employees on the date noted below. I acknowledge and agree that I am responsible for reading the policy in full and complying with its requirements. I have also been advised and understand that the County will answer any questions which I may have regarding the policy and that my questions should be addressed to the Director of Human Resources or his/her designee. I also understand and acknowledge that in signing this receipt I am giving the County my consent to submit to the County's drug and alcohol tests under the terms and conditions described in the policy.

**I also understand that the County's Substance Abuse Policy for Applicants and Employees is not a contract of employment and does not alter my status as an employee at-will, which means that my employment can be terminated either by me or the County at any time with or without cause and with or without notice.**

Prior to signing this Receipt, I read it carefully and had an opportunity to ask questions regarding its content.

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
(print name)



GREENVILLE COUNTY'S  
**SUBSTANCE ABUSE POLICY**  
FOR  
APPLICANTS AND EMPLOYEES

**DISCLAIMER**

**ALL EMPLOYEES ARE ADVISED THAT THIS POLICY IS NOT A CONTRACT OF EMPLOYMENT. THE EMPLOYMENT RELATIONSHIP BETWEEN THE COUNTY OF GREENVILLE AND ITS EMPLOYEES IS AT-WILL AND VOLUNTARY. THIS MEANS THAT EITHER THE COUNTY OF GREENVILLE OR AN EMPLOYEE CAN TERMINATE THE EMPLOYMENT RELATIONSHIP AT-WILL AND AT ANY TIME WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE. THE EMPLOYMENT-AT-WILL STATUS OF EACH EMPLOYEE CANNOT BE ALTERED BY ANY ORAL STATEMENT OR REPRESENTATION, BUT CAN ONLY BE CHANGED BY A WRITTEN CONTRACT, WHICH MUST BE SIGNED BY THE COUNTY COUNCIL CHAIRPERSON AND ADMINISTRATOR OF THE COUNTY OF GREENVILLE.**