

## **REHABILITATION POLICY**

### **Purpose**

The purpose of this policy is to promote the quality of health and well-being for Rockdale County employees. Rockdale County plans to ensure a safe and secure workplace for individuals and fellow employees along with the citizens they serve. While Rockdale County has a strict zero tolerance policy, we strive to assist employees with drug and alcohol (mis)use through rehabilitation under specific circumstances.

### **Policy Statement**

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This policy, in compliance with the Americans with Disabilities Act of 1990, is not meant to discriminate against any person based on drug or alcohol addiction or their medical history of drug or alcohol addiction. Rockdale County, however, reserves the right to consider criminal activity related to such use to the degree that it may lead to the disqualification of this program.

### **Definitions**

**Controlled Substance:** Under the Controlled Substances Act (CSA), it is defined as a list of drugs deemed necessary to regulate due to its nature to be abused and cause addiction. Those who consume these drugs also pose possible harm to themselves and those around. Controlled substances are organized into five schedules based on their addiction risk and medical significance.

**Last Chance Agreement (LCA):** A written agreement between the employer and the employee in an attempt to avoid termination for an offense. These contracts list the needed steps that an employee must take for full reinstatement into the company. The premises around the contract depend on the offense and the severity of the situation.

**Rehabilitation:** The act of the restoration of one's health through a process of therapeutic and other scientific, research-based methods. Rehabilitation leads to recovery, where an individual can resume a normal and productive life.

**Substance Use Disorder (SUD):** A psychological and biological condition where a person has the inability to control their usage of legal or illegal substances. This uncontrollable use of substances can lead to difficulties managing problems at home, work, or school. Substance use disorder can be treated through the process of rehabilitation.

### **Disciplinary Action**

The enrollment in the County's rehabilitation program or support offered by the County does not grant immunity from disciplinary action. Before, throughout, and after the program, county policies will be upheld and documented accordingly.

**Eligibility**

Employees that test positive on a drug or alcohol test or self-reports as someone with substance use disorder. For those who test positive on a drug test or self-reports, they must fit within the criteria for the rehabilitation program to be eligible. Employees must have completed their probationary period and have a favorable performance review history to be considered with no previous performance tracking record. Each employee's eligibility will be reviewed on a case-by-case basis. Obtaining drug and alcohol related charges are subject to stricter eligibility. Individuals who were previously separated from employment due to a previous violation of a policy in Rockdale County prior to the effective date of the Rehabilitation Policy are eligible to reapply for positions under the new policy.

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**Self-Reporting**

When an employee self-reports substance (mis)use, they will be subject to the same program eligibility. Due to the nature of its sensitivity, the act of self-reporting will also be taken into consideration. All employees who self-report will be offered information and resources from the Directed Program Contact, whether they are eligible for the program or not.

**Process**

For those who have tested positive on a drug and/or alcohol test or self-report their drug and/or alcohol (mis)use that are eligible for the rehabilitation program, a last chance agreement will be proposed between the employee and Rockdale County. An interactive conversation will be conducted, and the premise of the contract will be based on the severity and nature of the offense. With the assistance of EAP and the employees' insurance provider (if applicable), a timeline will be set into effect and the employee will be put on leave. Throughout the timeline, the program written agreement will follow-up with the employee as needed. If an employee fulfills their agreement obligations and is deemed ready to work, twelve (12) months of random testing will be enacted. If the agreement is not fulfilled in its entirety by the end of the timeline or is broken for any reason, the employee will be officially terminated. Amendments can be made to the agreement as long as both parties agree to the amendment and changes are clearly stated and documented.

**Confidentiality**

All information related to an employee's drug and alcohol test, medical history, and terms of their last chance agreement is confidential and only available to the Director of Talent Management, the Department Director, medical review officials, those employees of Rockdale County that have a valid reason to know, and those involved in any appeal process if it becomes needed. Any information to the extent of the program or the disclosure of test results to any agency, organization, or person is prohibited unless authorization is obtained by the employee, required by law.

**Resources**

Informational and instructional materials related to this program can be found through the Program Contact. This includes, but is not limited to, substance abuse awareness, EAP, employee health and wellness programs, and further questions about this program.

**Policy Changes**

The County reserves the right to delete, modify, amend or terminate this policy at any time, with or without prior notice.

Approved this 27<sup>th</sup> day of August 2024

Rockdale County  
Board of Commissioners



Osborn Nesbitt, Sr., Chairman

ATTEST:



Jennifer O. Rutledge, County Clerk/  
Executive Director of Government Affairs



**Board of Commissioners  
Agenda Item Transmittal Form  
Policy Transmittal Form**

<b>Type of Request:</b> New and Amended Employee Policies		<b>County Clerk Use Only</b> Policy #:
<input type="checkbox"/> <b>Submission Information</b>	<input type="checkbox"/> <b>Information</b>	
<b>Contact Name:</b> Chantall Hunt	<b>Summary of Request:</b> This request includes the adoption of five (5) new employee policies and the amendment of six (6) existing policies.	
<b>Department:</b> Talent Management		
<input type="checkbox"/> <b>Department Director /Elected Official Signature</b>	<input type="checkbox"/> <b>Chief Operating Officer Signature</b>	
I have reviewed the attached, and it is approved as to substance.	I have reviewed the attached, and it is approved for processing.	
<b>Signature:</b> <i>Kimberly Rodd</i> <b>Date:</b> 8/21/24	<b>Signature:</b> <b>Date:</b>	
<input type="checkbox"/> <b>County Attorney Signature</b>	<input type="checkbox"/> <b>Executive Director of Government Affairs/County Clerk Signature</b>	
I have reviewed the attached, and it is approved as to form.	I have reviewed the attached, and it is approved for processing.	
<b>Signature:</b> <b>Date:</b>	<b>Signature:</b> <b>Date:</b>	

Notes and Comments:		
Title	Type	Policy Number
Rehabilitation Policy	New	
Severance Pay Policy	New	
Travel Per Diem & Mileage Policy	New	
Civility & Anti-Bullying Policy	New	
Bilingual Incentive Program Policy	New	
Fire and Rescue Incentive Pay Policy	Amendment to Existing	2017-4-33 (Amended 10/10/2017)
Disciplinary Procedures Policy	Amendment to Existing	2006-4-29 (Amended 12/8/2020)
Tuition Reimbursement Policy	Amendment to Existing	2006-4-2 (Amended 12/13/2022)
Drug & Alcohol Use Policy	Amendment to Existing	2018-4-22
Sick Leave Policy	Amendment to Existing	2022-4-40
Non-Discrimination & Anti-Harassment Policy	Amendment to Existing	2006-14-7 (Amended 12/10/2019)