



Department(s): Employee Health; Human Resources; Laboratory

Policy Referenced: Drug-Free Workplace

Retired Date:

Work Instruction: Pre-employment Testing for Drug Free Workplace

Supersedes: Pre-employment Testing for Drug Free Workplace 03/17/2020

OBJECTIVE

In an effort to maintain a drug- and alcohol-free environment, all applicants who receive a conditional offer of employment are tested as part of the pre-employment process.

WORK INSTRUCTION

1. Screening
 - A. Applicants are informed of the test prior to the screening. They are informed that follow-up tests may be required.
 - B. Those persons refusing or failing to cooperate, in any way, with the testing and collection procedure will have the offer of employment withdrawn. Human Resources will notify the applicant.
2. Applicants who test positive are informed that they have failed the health screening, and have the offer of employment withdrawn. Human Resources will notify the applicant. If the applicant requests the reason for the failure of the exam, Human Resources will provide the necessary information. Such applicants may reapply and be reconsidered for employment upon:
 - A. Submitting evidence of successful completion of treatment,
 - B. Submitting evidence of drug-free status from another approved organization (example: Testing program from the State Board of Nursing), and
 - C. Submitting to and passing another drug test
3. It is critical that any information regarding drug tests be handled confidentially to the extent possible without preventing the use of the information for appropriate employment purposes. The results of any drug test are only given to those with a need to know, as defined below.
 - A. Chain of Custody procedures are followed in all cases.
 - B. Specimens are collected by designated laboratory.
 - C. All test results are maintained in the electronic Employee Health record.

DOCUMENTATION / RELATED RECORDS (as applicable)

References:	Click here to enter text.
Related Forms/ Documents:	Drug Free Workplace Policy
Resulting Records:	Click here to enter text.
Related Standards/Legislation:	Click here to enter text.
Handoffs:	Click here to enter text.

REVISION HISTORY

Date	Description of Revision	Authored By
2/10/2020	Removed WI from policy body.	Missy Clum
08/14/2020	Added that results will be maintained in the electronic employee health record. Updated review schedule.	Missy Clum

09/03/2024	Added that results will be maintained in the electronic employee health record. Updated review schedule.	Missy Clum
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APPROVAL AUTHORITY (IES)

Manager or Supervisor:	Missy Clum, Director People Services	Date:	September 3, 2024
DCA:	Sarah R. Hutchinson	Date:	November 1, 2024
Review Schedule:	Every 2 years		

WI-Option2 07/06/2016