

## Pre-Employment Drug Testing – Procedures

1. The statement that drug screening is a part of the district's employment process and that satisfactory completion of such tests is a prerequisite of employment will be posted in the district office and other designated areas. This notice will also be included as a part of the application packet. Also included in the application packet will be the "Consent for Pre-Employment Drug-Testing" and "Release of Information" form.
2. The candidate who has been selected for a specific position will be offered the position pending a negative drug screening.
3. The administrative assistant will schedule the screening appointment with the district-selected physician at the designated medical site.
4. The physicians or screening program personnel who perform drug screening for the district will be required to provide written notice to the district of agreement to observe the following standards:
  - a. Utilize reliable testing protocols and procedures, establish controlled substance screening cut-off levels consistent with federal standards, and protect the candidate's privacy to the extent possible;
  - b. Secure the candidate's written consent to perform the pre-employment controlled substance screening tests;
  - c. Perform controlled-substance screening test prior to proceeding with other employment ability testing;
  - d. Verify all positive controlled substance screening tests by interviewing the candidate for possible explanation, and by contacting the prescribing physician or pharmacy, as appropriate.
  - e. Provide written test results to the district office within two days after the testing and following verbal communication of the results to the administrative assistant or designee.
5. The administrative assistant or appropriate administrator/supervisor will notify the candidate that the results of the drug screening have been received confirming a positive controlled substance.
  - a. Candidates who question the accuracy of a positive result on the drug screening procedure may request that the procedure be repeated. The original specimen will be utilized by the physician for retesting. Requests for retesting must be submitted in writing to the district office within two working days of notification of a positive test result for the presence of controlled substances.
  - b. The district will pay for the cost of the original screening and the second confirmatory test, if required; however, if the candidate requests a repeat of the screening procedure, the cost shall be the responsibility of the candidate.

- c. If the results of the retesting are positive, the candidate may apply for positions within the district after one calendar year from the date of the test has passed.
- 6. If the results of the drug screening are satisfactory, the candidate will be invited to return to the district office to complete the necessary forms for employment.
- 7. Treatment of any medical condition diagnosed through pre-employment drug testing will be the financial responsibility of the candidate.
- 8. The candidate may work as a substitute in the district prior to final employment as approved by the Board.