

PRE-EMPLOYMENT DRUG SCREENING, BACKGROUND CHECKS, AND
VERIFICATION OF PRIOR EMPLOYMENT

1. POLICY

- a. All applicants selected for regular staff employment must undergo and successfully complete a drug-screen as a condition for employment. Successful completion means the applicant tested negative for illegal drugs or substance abuse. Such applicants are also subject to verification of prior employment and a comprehensive background check that may include criminal, driving, and credit history depending on the duties of the position offered to the applicant.
- b. Employees selected for promotion or transfer may be subject to additional background checks depending on the duties of the new position.
- c. Temporary and occasional staff employees whose duration of employment is expected to be 90 days or longer will also be required to successfully complete a drug-screen as a condition for employment.

2. PROCEDURES

- a. Selected applicants will be expected to complete a drug screening as expeditiously as is reasonably possible. The selected applicant will be provided a release of liability form and directions to the nearest authorized testing facility. Under no circumstances will a candidate be allowed to begin work prior to successfully completing the mandatory drug screening.
- b. Drug screening results are returned by the testing facility to the Human Resources Department (Staff Employment Office), usually within 24 to 48 hours. Human Resources will inform the hiring department if the selected applicant is approved for employment.
- c. Positive test results will be evaluated by a Medical Review Officer. If, based upon this evaluation, the applicant is deemed to be ineligible for employment, Human Resources will notify the department. An applicant who fails the drug test may reapply for employment after a period of six months.

Drafted by the Director of Human Resources, June 14, 2002

Approved by the President, June 17, 2002