

PERSONNEL
Pre-Employment Drug Testing

I. COVERAGE

- A. Applicants. The term “applicant” includes persons making application for employment by the district.
- B. Covered Positions. Unless expressly excluded, all professional and nonprofessional regular full-time and part-time positions, including summer school teacher and paid nonteacher coach/advisor positions, are covered positions.
- C. Excluded Positions. School Board, student, substitute, temporary, outside consultant/contractor, competitive event referee/official/judge/timer, and volunteer positions, are excluded positions.
- D. Timing. A drug test shall be administered only after an offer of employment, conditioned on the results of the test, has been made to an applicant for a covered position.

II. NOTICE

- A. Policy Notification. All applicants for covered positions shall be notified that such positions are subject to the district’s drug testing policy, that agreement to submit to a drug test is a condition of consideration for such position, and that receipt of satisfactory drug test results is a condition of employment for such positions.
- B. Advertising and Job Descriptions. Advertisements, job descriptions, and postings for all covered positions shall include notice as outlined in Section II, A.
- C. Application Form. The district’s employment application form for all covered positions shall include notice as outlined in Section II, A, and shall require the applicant to agree to submit to a drug test.
- D. Consent Form. Applicants for all covered positions not filled pursuant to the district’s employment application form shall be required to execute a consent form acknowledging the positions are subject to the district’s drug testing policy and agreeing to submit to a drug test.
- E. Alternate Notice. Failure of the district to provide notice of its drug testing policy by the methods outlined above shall not preclude drug testing of applicants if applicants for covered positions are provided prior written notice by alternate means.
- F. Emergency Hires. In order to best meet the needs of the district, there may be occasions in which an applicant will be asked to begin work before drug test results are available. However, applicants shall be required, before being permitted to work, to execute a consent form acknowledging the position is subject to the district’s drug testing policy and that offers of employment in such circumstances shall remain conditioned on receipt of satisfactory tests results.
- G. Conditional Offers. All offers of employment to applicants for covered positions shall be conditioned on agreement to submit to a drug test and receipt of satisfactory test results. Any applicant for a covered position who does not agree to submit to a drug test shall be disqualified from further consideration for the position.

III. DRUG TESTING PROCEDURES

- A. Schedule for Test. The district’s Drug Testing Coordinator shall schedule drug tests and shall direct applicants who have received a conditional offer of employment for a covered position to report to the testing facility designated by the district for production of a urine specimen. Applicants shall provide the specimen within 48 hours after such direction.

- B. Cooperation Required. Applicants who receive a conditional offer of employment for a covered position and refuse to cooperate in drug testing shall be disqualified from further consideration for the position. Failure to appear when scheduled for production of a urine specimen or substituting or tampering with a urine specimen shall be deemed a refusal to cooperate in drug testing.
- C. Medication. Applicants directed to provide a urine specimen shall be granted 48 hours to supply information concerning their use of medication or other substances that might affect the drug test results. Such applicant information and/or documentation by a physician of an applicant's lawful possession or use of any drug must be submitted to and will be reviewed exclusively by the district's medical advisor.
- D. Urinalysis. Urine specimens will be analyzed for the following drugs: amphetamine, methamphetamine, morphine, codeine, cocaine, marijuana, phencyclidine, and such other controlled substances as determined by the board.
- E. Test Facilities. The district's collection and laboratory facilities shall adhere to the Mandatory Guidelines for Federal Workplace Drug Testing Programs with respect to professionally trained collection personnel, quality assurance for urinalysis, chain of custody standards, and confidentiality requirements.

IV. TEST RESULTS AND REPORTING

- A. Reporting Test Results. The laboratory shall report positive test results to the district's medical advisor. Only specimens that test positive on an initial and confirmatory test shall be reported as positive for a specific drug.
- B. Medical Advisor Verification. The district's medical advisor shall review all positive test results and shall consider any medical information/documentation provided by an applicant to justify positive test results, but applicants are not entitled to a hearing before the medical advisor. Evidence to justify positive test results may include, but is not limited to, a valid prescription or a physician's certification of the existence of a valid prescription. Hemp product consumption is not an acceptable medical explanation for a positive test for marijuana. If the medical advisor determines there is no justification for positive test results, such results shall be reported to the district as verified positive results.
- C. Satisfactory Test Results. All negative test results and those positive test results determined to be justified by the district's medical advisor shall be reported to the district as satisfactory test results.
- D. Consequences. An applicant for a covered position who fails to receive satisfactory test results shall be disqualified from further consideration for the position and shall not be permitted to apply for another covered position for a period of one year. If the applicant has begun work pursuant to a conditional offer of employment as an emergency hire, such failure shall constitute a rescission of the conditional offer of employment, and the applicant's work shall be terminated immediately.

V. CONFIDENTIALITY

- A. Confidentiality. All drug test results and medical information/documentation provided by applicants for covered positions pursuant to the district's drug testing policy shall be maintained as confidential medical records consistent with applicable state and federal law.

Policy Adopted: 12/21/04
Policy Revised:

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