

5250	Employment Drug Testing Policy
Approval Date:	November 2015
Category:	Personnel
Governance Accountability:	Leadership, Board of Directors, Academic Partners
Audience:	Employees

Pine Lake Preparatory is committed to providing a drug and alcohol free environment for its students and employees. As such, we prohibit the use or abuse of drugs and alcohol during work hours, while on school property, or when performing any school business.

In order to ensure the implementation of this policy, applicants and employees will be subject to drug testing under the following conditions:

Pre-employment Testing: Any prospective employee may be required to submit to drug testing. Prospective employees will only be asked to submit to a test once a conditional offer of employment has been extended and accepted. An offer of employment by Pine Lake Preparatory is conditioned on the prospective employee testing negative for illegal substances.

Random Testing: Pine Lake Preparatory reserves the right to randomly test employees for compliance with this policy. As used in this policy, “random testing” means a mechanism for selection of employees for testing which results in an equal probability that any employee from a group of employees will be tested, and which does not give Pine Lake Preparatory discretion to waive the selection of an employee selected by this random selection method.

Reasonable Suspicion Testing: Whenever Pine Lake Preparatory has a reasonable suspicion that an employee has violated this policy, Pine Lake Preparatory may insist that the employee submit to a drug or alcohol test as a condition of employment.

“Reasonable suspicion” means a belief that the employee has used, or is using, drugs or alcohol in violation of this policy, based upon such factor as: observable phenomena, such as display of physical symptoms of usage of such substances while on duty or actual observation of such usage; reliable and corroborated reports by others that the employee has used forbidden substances while on duty; evidence that the employee has tampered with one or more prior drug or alcohol tests while employed with Pine Lake Preparatory; or evidence that the employee has been involved in drug possession, use or sale while on school property or while using school equipment.

Post-Accident Testing: Whenever an employee has been involved in a work-related injury, or has damaged school property, Pine Lake Preparatory may require that the employee submit to a drug or alcohol test as a condition of continued employment. In the event medical care is required as a result of a work-related injury, the employee will submit to a drug or alcohol test.

Procedures

Drug and alcohol tests will be conducted at a state-approved laboratory. All expenses related to the test will be incurred by Pine Lake Preparatory. The laboratory will comply with all applicable laws and observe the chain of evidence (specimen) protocol.

An employee being tested for drugs or alcohol may be suspended with pay until the results of the drug or alcohol test are made available to Pine Lake Preparatory by the laboratory.

The test results will be forwarded to Pine Lake Preparatory and will remain confidential to the extent practicable. Pine Lake Preparatory may disclose test results as required by law or to cooperate with law enforcement, legal proceedings, or requests by government agencies.

Positive results are automatically retested and confirmed positive by the laboratory. If the applicant or employee receives notice that his or her test results were confirmed positive, he or she will be given the opportunity to explain the positive result. In addition, the applicant or employee may have the same sample retested at his or her expense at an approved laboratory of his or her choice. If the retest result is negative, Pine Lake Preparatory will treat the test as negative.

Any applicant or employee who tampers with the test (for example, by diluting a sample) or refuses to be tested will be treated as if he or she tested positive.

Violation of any aspect of this policy is grounds for an applicant not being hired, for a conditional offer of employment being rescinded, and for disciplinary action against any employee up to and including termination.