

# A. W. BEATTIE CAREER CENTER

SECTION: EMPLOYEES  
 TITLE: PRE-EMPLOYMENT  
 DRUG TESTING  
 FIRST READING: May 28, 2015  
 SECOND READING: June 25, 2015  
 APPROVED: July 23, 2015

<p>1. Purpose Pol. 351</p> <p>2. Guidelines Pol. 302, 304, 305, 306, 307</p>	<p style="text-align: center;">304.1. PRE-EMPLOYMENT DRUG TESTING</p> <p>The A. W. Beattie Career Center is committed to providing a safe, secure, and productive working and learning environment for its students and employees. Employees who use and/or abuse alcohol, illegal drugs or unauthorized controlled substances present a danger to the safety, health and welfare of the Career Center's students and other employees. Accordingly, as part of its efforts to protect the health, safety, security and welfare of its students and employees, the Joint Operating Committee (JOC) directs that all candidates for employment with the Career Center shall be subject to pre-employment, post-offer drug testing pursuant to the guidelines and procedures set forth below. In addition, the guidelines and requirements set forth below shall apply to all student teachers and interns approved for placements in the Career Center.</p> <p>All prospective employees, student teachers and interns of the Career Center shall be required to take a drug test as a condition of employment with or placement in the Career Center. Any and all offers of employment to a prospective employee shall be made contingent upon passing the drug test, as provided herein, as well as completion of all other required background checks and approval of the JOC. Approval of any placement in the Career Center as a student teacher or intern shall similarly be made contingent upon passing the drug test as provided herein.</p> <p>Before a prospective employee, student teacher or intern is tested, he or she will be required to sign a written form evidencing consent to the drug test. A prospective employee, student teacher or intern who refuses to consent to the test, refuses to timely sign and submit the consent form, fails or refuses to take the test in a timely fashion, and/or has attempted to tamper with or alter the test results will be considered to have declined the conditional offer of employment and to have withdrawn his or her application for employment or request for a placement in the Career Center, as the case may be.</p>
--	---

A verified, positive test result by a prospective employee will constitute grounds for the Career Center to:

1. Rescind the conditional offer of employment
2. Release the individual from employment, if such individual has already commenced the performance of his/her job duties on a temporary basis pending the outcome of the test.
3. Withdraw the individual's application for employment from further consideration.
4. Refuse to offer or consider the individual for any future employment with the Career Center.

A verified positive test by a student teacher or intern will constitute grounds for the Career Center to:

1. Rescind the offer or approval of a placement in the Career Center.
2. Release and dismiss the individual from student teaching or internship placement, if said individual's placement has already commenced pending the outcome of the test.
3. Refuse to offer or consider the individual for future employment with the Career Center.

The Career Center will pay the cost of the pre-employment drug test for a prospective employee, student teacher or intern.

General Procedures

1. All Drug tests will be conducted by a qualified medical testing laboratory approved by the Career Center and certified by the Pennsylvania Department of Health, the National Institute for Drug Abuse (NIDA) and/or the U.S. Department of Health & Human Services (HHS).
2. The prospective employee or student teacher or intern must sign a consent form prior to being tested.
3. Specimen test results will be kept confidential and maintained in a secure location by the Career Center.

4. Test results from contracted laboratories may only be released to designated Career Center human resources personnel.
5. The Career Center will not disclose the fact that a test was conducted, or the results of the test, to anyone other than those district personnel having a legitimate need to know for employment-related decisions.
6. Test result information will be provided to the individual tested.

Collection Procedure

1. The Career Center will contract with an outside agency(ies) to serve as the collection site and to perform laboratory analysis of the sample.
2. The applicant will be required to follow all instructions and procedures established by the collection site to identify the employee, establish proper chain of custody and preserve the integrity of the sample.
3. The designated collection site will take reasonable measures to protect the privacy of the individual being tested, consistent with the requirements to maintain the integrity of the sample.
4. The sample to be tested may consist of a urine sample, hair follicle or other testing sample generally accepted and approved by the NIDA and/or HHS. Required samples will be submitted in accordance with the testing laboratory's established procedures.
5. Collection and testing procedures shall include procedures to verify and confirm a positive test.

Reporting Procedures

1. The Career Center will test for the following substances:
  - a. Opiates (e.g. heroin, morphine, codeine, methadone).
  - b. Cocaine
  - c. Cannabinoids (e.g. marijuana, hashish).
  - d. Amphetamines.
  - e. Other narcotics and hallucinogens (e.g. phencyclidine (PCP), methaqualone (Quaalude), peyote (LSD)).

304.1 Pre-Employment Drug Testing

2. A test will be deemed "positive" if the confirmatory test indicates a level above that established for that particular drug in regulations issued by the Federal Department of Transportation, or otherwise determined by the JOC consistent with current medical practice and standards.
3. A test will not be deemed "positive" if:
  - a. The drug for which the individual tested positive constitutes a legally prescribed medication.
  - b. The individual has been prescribed the medication by a licensed medical professional for a bona fide medical condition.
  - c. The individual disclosed the medication to the Career Center and the collection site prior to taking the test.

References:

Board Policy - 302, 304, 307, 351