LENAPE AREA VOCATIONAL TECHNICAL SCHOOL

SECTION: EMPLOYEES

TITLE: PRE-EMPLOYMENT DRUG TESTING

ADOPTED: January 18, 2018

REVISED:

303.1 PRE-EMPLOYMENT DRUG TESTING

1. Purpose

Lenape Technical School 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 School'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 School 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 School.

2. Guidelines
302, 303

All prospective employees (inclusive of the Practical Nursing Program), student teachers and interns of the School shall be required to take a drug test as a condition of employment with or placement in the School. 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 School as a student teacher or intern shall similarly be made contingent upon passing the drug test as provided herein. This policy does not pertain to Adult Education instructors or substitutes. This policy does not pertain to Lenape students who are employed by the School as interns or in conjunction with a cooperative education program (See Policy 227.1).

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with or alter the test results will be considered to have declined the conditional offer of employment and to have withdrawn his or her application for employment or request for a placement in the School, as the case may be.

A verified, positive test result by a prospective employee will constitute grounds for the School to do all of the following:

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 School

A verified positive test by a student teacher or intern will constitute grounds for the School to do all of the following:

1. Rescind the offer or approval of a placement in the School.

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 School.

The prospective employee, student teacher or intern will be responsible for all fees and payments required by medical testing laboratory for 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 School 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. Test results from contracted laboratories may only be released to designated School human resources personnel.

4. The School 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.

5. Test results will be provided to the individual tested.

Collection Procedure

1. The School will contract with one or more qualified medical testing laboratories 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 medical testing laboratory to identify the employee, establish proper chain of custody and preserve the integrity of the sample.

3. The medical testing laboratory 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 shall consist of a urine sample. Required samples will be submitted in accordance with the medical testing laboratory's established procedures.

5. Collection and testing procedures shall include procedures to verify and confirm a positive test.

Reporting Procedures

1. The School 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).

2. A test will be deemed "positive" if the test indicates any level of the above substances.

3. A test will not be deemed "positive" if:
   a. The drug for which the individual tested positive constitutes a legally prescribed medication; and
   b. The individual has been prescribed the medication by a licensed medical professional for a bona fide medical condition; and
   c. The individual disclosed the medication to the medical testing laboratory prior to taking the test.

References:
Policies -