

I. Purpose:

In an effort to meet its commitment to provide children with a quality education and to eliminate future substance abuse related costs from its operations, the Bradford County School District has established a pre-employment drug screening policy. The School Board of Bradford County is committed to a drug-free workplace and a drug-free workforce. The School Board's Policy is not directed at employee conduct off the job, unless that conduct affects on-duty performance. As a condition of employment, new hires are required to fully comply with the provisions of the School Board's Pre-Employment Drug Screening Policy. All new employees shall receive and be asked to read this Policy with regard to alcohol and drug usage and sign a statement indicating their understanding of the Policy.

II. Notice of Implementation of the School Board of Bradford County's Preemployment Drug Screening Policy:

- A. The implementation of the Pre-Employment Drug Screening Policy, contained within the confines of this document, constitutes general notice to all applicants to the School Board of Bradford County that each individual is required, as a condition of employment with the School Board, to fully comply with the provisions of the Pre-Employment Drug Screening Policy, and to fully cooperate with the implementation and enforcement of the Policy, including execution of the necessary authorization form.
- B. The implementation of this Policy further constitutes general notice to all employees of the School Board of Bradford County that it is a condition of employment for an employee to refrain from reporting to work or working with levels in excess of Florida Administrative Code Chapter (59A-24).
- C. A notice of this Policy is to be posted on the bulletin board at each work site and copies are available upon request at the Risk Management Office.

III. Types of Testing

The School Board of Bradford County reserves the right to conduct Pre-Employment Drug Testing. The scope and description of each particular category of testing is described below:

IV. Job Applicant Testing

- A. The School Board of Bradford County requires all individuals hired by the School Board to be free of alcohol and controlled substances. All job applicants offered a position with the School Board will be required to submit to a drug screen. A job applicant's refusal to submit to a pre-employment drug test shall constitute a basis for the Superintendent's refusal to hire that individual. All prospective employment Candidates will be provided notice of the test and assurance that highly reliable testing procedures will be used. **Prior to and after testing, applicants are given an opportunity to confidentially report to a Medical Review Officer the use of any prescription or nonprescription medicines which may alter their test results by filling out a form.** Additionally, applicants may consult with a Medical Review Officer for any further technical information regarding such medications.
- B. All job applicants' prospects of employment with the School Board of Bradford County will be conditioned upon their being qualified for work and any individual who tests positive for any drug described herein will not be considered qualified for employment with the Bradford County School District.
- C. The results of the laboratory test will be restricted to whether or not the applicant's specimen tested positive for drugs, the particular drug involved and the amount found within the specimen tested.

V. Drugs to be Tested

- A. A list of drugs for which the employer will test job applicants is as follows:

AMPHETAMINES: (Obetrol, Biphedamine, Desoxyn, Dexedrine, Didrex, Ionamine, and Fastin). .

CANNABINOID: (Marijuana, THC).

COCAINE**PHENCYCLIDINE (PCP)****METHAQUALONE**

OPIATES: (Paregoric, Parepectolin, Donnigel PG, [Morphine, Tylenol with Codeine, Empirin with Codeine, APAP with Codeine, Aspirin with Codeine, Robitussin ACI Guaiacuss ACI Novahistine DHI Novahistine Expectorant, Diiudid (Hydromorphone), YI-S Contin and Roxanol (morphine sulfate), Percodan, Vicodin, Tuss-Organidin, etc.)•

BARBITURATES: (Phenobarbital, Tuinal, Amytal, Nembutal/ Seconal, Lotusate, Fiorinal, Fioricet/ Esgic, Butisol, Mebaral, Butabarbital, Butabital, Phreninlin, Triad/ etc.).

BENZODIAZEPHINES: (Ativan, Azene, Clonopin, Dalmane, Diazepam, Librium, Xanax, Serax, Tranxene, Valium, Halcion, Paxipam, Restoril, Centrax).

METHADONE

PROPOXYPHENE: (barvocet, Darvon N, Dolene, etc.).

METABOLITE of any of the substances listed above.

VI. Rules of Conduct

The School Board of Bradford County strictly prohibits its employees from being on duty and possessing, using, distributing or being under the influence of alcohol, marijuana or any drug not prescribed for the employee. Further, the School Board of Bradford County prohibits its employees from misusing alcohol or possessing, using or distributing drugs off the job to the extent that any off-duty possession, use or distribution impacts upon the effectiveness and ability to perform their employment effectiveness and ability to perform their employment duties, or adversely affects the interests of the Board.

VII. Challenges to Test Results

- A. Within five (5) working days after receiving written notice of a positive confirmed test result, the employee or applicant may contest or explain the results to a Medical Review Officer. If the explanation or challenge of the positive test result is unsatisfactory to the Medical Review Officer, the Medical Review Officer shall report a positive test result back to the School Board of Bradford County.

- B. Within five (5) working days after receipt of a positive confirmed test from the Medical Review Officer, the Bradford County School District will inform the job applicant in writing of such positive test results, the consequences of such results, and the options available to the job applicant. Within five (5) working days after receiving notice of a positive confirmed test result, the applicant may submit information to the Bradford County School District explaining or contesting the test result, and explaining why the result does not constitute a violation of the Bradford County School District's Drug Preemployment Drug Screening Policy. If a job applicant's explanation or challenge of the test result is unsatisfactory to the Bradford County School District, then within fifteen (15) days of receipt of the explanation or challenge, a written explanation as to why the job applicant's explanation is unsatisfactory, along with the report of positive results, will be provided to the applicant. All such documentation will be kept confidential by the Bradford County School District.

- C. An applicant with a positive drug screen may reapply for employment after ninety days, provided the initial drug screening did not test positive for: Cocaine, Phenocyclidine, Methaqualone, Barbituates, Methadone.

- D. An applicant testing positive a second time, for any of the drugs listed in the Pre-Employment Drug Screening Policy, will not be considered for any future job position within the Bradford County School District

VIII. Confidentiality/ Employee Safeguards

- A. All information, interviews, reports, statements, memoranda, and drug test results, written or otherwise, received by the Bradford County School

District through the Pre-Employment Drug Screening Policy shall be treated in a confidential manner. Unless otherwise required by Florida law.

- B. The Bradford County School District, any collection sites, laboratories, drug and alcohol rehabilitation programs, and their agents who receive or have access to information concerning drug test results shall keep all information confidential, unless otherwise required by Florida law.

IX. Workforce Regarding Substance Abuse

The School Board of Bradford County believes that education and understanding can be powerful weapons in the fight against drugs. Employees armed with knowledge are better prepared to resist substance abuse and intervene when necessary. As such, the Bradford County School District maintains a current resource file or providers of employee assistance including alcohol and drug abuse programs, mental health providers, and various other persons, entities or organizations designed to assist employees with personal and behavioral problems including, but not limited to those referenced in the "Florida Comprehensive Directory, Substance Abuse and Mental Services," published by the Department of Health and Rehabilitative Services. Further, the Bradford County School District will provide an annual education course to help employees identify the signs of personal and emotional problems brought on by substance abuse. This course will include a presentation of the legal, social, physical and emotional consequences of the misuse of alcohol and drugs.

X. Employee Assistance Plan

Lists containing a sampling of the names, addresses, and telephone numbers of providers of assistance programs and local alcohol and drug rehabilitation programs available in our community are located in the HRMD office and the Risk Manager's office.

The Risk Manager has been designated as the School Board official responsible for providing information and answering any questions concerning this Policy.

XI. Acknowledgment of receipt of information regarding Bradford County School District's Drug Screening Policy.

My signature will acknowledge that I have been given employee information regarding the Board's Drug Screening Policy. I have read, understand, and have had an opportunity to ask any questions regarding this policy.

Printed Name of Employee

Signature of Employee

Date

STATUTORY AUTHORITY: 1001.41, 1012.22, 1012.23, F.S.

LAW(S) IMPLEMENTED: 112.313, 1001.43, F.S.

STATE BOARD OF EDUCATION RULE(S): 6A-10.081

HISTORY: ADOPTED: _____
REVISION DATE(S): 10/10/2016; 9/12/2022; 05/15/2023

FORMERLY: