

Medical Examinations/Drug Testing

The district strives to have alert, drug and alcohol-free employees on the job. In addition, the district seeks to provide employees with a safe work environment and recognizes the importance of district staff members serving as positive role models for students.

All candidates preliminarily selected for employment, including former employees preliminarily selected for rehire, must satisfactorily complete alcohol/controlled-substance screening tests prior to the district presenting a final offer of employment.

The superintendent, or designee, will establish procedures to implement this policy.

Pre-Employment Drug Testing

Definitions

1. “Applicant” – is a person who has filed an application for employment with the district;
2. “Candidate” – is an applicant who has been preliminarily selected for employment pending negative results of the drug/alcohol screening.

Procedures

1. The statement that drug/alcohol screening is a part of the district’s employment process and that satisfactory completion of such tests are a pre-requisite of employment is posted in the district office and included as a part of the application packet. Also included in the application packet are the Consent for Pre-Employment Drug Testing and Release of Information forms.
2. Of the applicants that apply for the job, the candidate who has been selected is offered the position pending a negative drug/alcohol screening;
3. The personnel staff schedules the screening appointment with the district-selected physician at the designated medical site;
4. The physicians or screening program personnel who perform drug screening for the district will be required to provide written notice to the district of agreement to observe the following standards:
 - a. Utilize reliable testing protocols and procedures, establish controlled-substance screening cut-off levels consistent with community standards, and protect the candidate’s privacy to the extent possible;

- b. Secure the candidate's written consent to perform the pre-employment alcohol/controlled-substance screening tests;
 - c. Verify all positive alcohol/controlled-substance screening tests by interviewing the candidate for possible explanation, and by contacting the prescribing physician or pharmacy, as appropriate;
 - d. Following verbal communication of the results, the physician will provide written test results to the district's personnel office within two days following testing.
5. The personnel office notifies the candidate of the results of the drug/alcohol screening;
 - a. Candidates who question the accuracy of a positive result on the drug/alcohol screening procedure may request that the procedure be repeated. The original specimen will be utilized by the physician for retesting. Requests for retesting must be submitted in writing to the personnel department within two working days of notification of a positive test result for the presence of controlled substances;
 - b. The district will pay for the cost of the original screening; however, if the candidate requests a repeat of the screening procedure, the cost shall be the responsibility of the candidate unless the retest of the original specimen provides negative results;
 - c. If the results of the retesting are positive, the candidate may apply for positions within the district after one calendar year from the date of the test has passed.
6. If the results of drug screening are satisfactory, the candidate is invited to return to the personnel office to complete the necessary forms for employment;
7. Treatment of any medical condition diagnosed through pre-employment drug testing will be the financial responsibility of the candidate.

Klamath Falls City Schools
Klamath Falls, Oregon

Consent for Pre-Employment Drug Testing

One part of the employment process includes testing for both alcohol and controlled substances. If you wish to complete the application process, you must consent to testing by signing this form and be tested prior to employment.

Your signature indicates consent to testing on a specimen provided by you in order to determine the presence of alcohol or controlled-substances, and agreement that the results of an analysis will be used to determine eligibility for employment.

Release of Information

I hereby authorize the examining physician and/or assessment program personnel to release to the district information regarding my medical condition as it relates to the employment criteria and requirements of the state of Oregon and/or the district. I recognize that the information disclosed may contain information that is protected by federal and state law such as: **Alcohol or Drug Abuse Information**, obtained in the course of my assessment.

I understand the examining physician is not my physician and this assessment does not constitute a complete medical examination; it is an assessment to determine my eligibility for employment in a particular job classification.

I will provide true, correct and complete facts. I understand that misrepresentation or omission of facts will be grounds for being denied employment or for termination of employment. I specifically consent to the disclosure of such information for the purpose of becoming an employee of the district.

Candidate's Name (PRINT)

Date

Candidate's Signature

FOR OFFICE USE ONLY

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[ORS 657.176](#)

Americans with Disabilities Act of 1990, 42 U.S.C. Sections 12101-12213; 29 CFR Part 1630 (2000); 28 CFR Part 35 (2000).
Omnibus Transportation Employee Testing Act of 1991, 49 U.S.C. Sections 31301-31317; 49 CFR Parts 40, 382 and 391-395 (2000).

Cross Reference(s):

GCC - Recruitment of Licensed Staff *

GDC - Recruitment of Classified Staff