

Preemployment Drug Testing

Purpose

This procedure sets forth a process the district will use to ensure that candidates for employment in the district are not using illegal drugs.

Definition

1. “Applicant” means a person who has filed an application for employment with the district.
2. “Candidate” means an applicant who has been selected for employment pending results of the criminal records checks/fingerprinting and the screening test for illegal drugs, if the applicant is applying for a safety-sensitive position (e.g., bus drivers, heavy machinery operators) or a position in which the person is responsible for students’ safety and security.¹
3. “Illegal drugs” means any mind-altering substance or narcotic, the use of which violates the state or federal law, including but not limited to, hallucinogenic, amphetamines, barbiturates, marijuana and cocaine.
4. “Approved drug treatment program” means any inpatient or outpatient treatment program recognized and approved by the Mental Health Developmental Disability Services Division of the Oregon Department of Human Services.

Procedures

1. The statement that screening test(s) for illegal drugs are a part of the district’s employment process, and that satisfactory completion of such tests is a prerequisite of employment, is posted in the district office and included as a part of the application packet. Also, included in the application packet is the Consent for Preemployment Drug Testing and Release of Information forms.
2. Candidates will be offered employment contingent upon the successful completion of a negative screening test(s) for illegal drugs.
3. The personnel office will schedule an appointment for the candidate with the district-selected laboratory at a designated medical site.

¹Based on Lanier – “Safety sensitive” may also include positions that have heavy student contact and in loco parentis responsibility (e.g. teachers, administrators, paraprofessionals).

4. Ordinarily, a candidate must report to the district-selected physician/laboratory to conduct the preemployment screening for illegal drugs within 24 hours following the offer of employment or the district may withdraw the job offer.
5. The physician or laboratory that performs the screening test(s) for illegal drugs for the district will be required to provide written assurance that the following standards will be maintained:
 - a. Use reliable testing protocols and procedures, establish screening cut-off levels for illegal drugs consistent with community standards, and protect the confidentiality of information obtained from the screening test(s) to the extent possible consistent with these procedures;
 - b. Secure the candidate's written consent to perform the preemployment screening test(s) for illegal drugs;
 - c. Perform screening test(s) for illegal drugs prior to proceeding with other preemployment requirements;
 - d. Verify all positive screening test(s) for illegal drugs by interviewing the candidate for possible explanation and by contacting the prescribing physician or pharmacy, as appropriate;
 - e. The testing lab will provide written results to the district's personnel office within two days following screening.
6. The personnel office will notify the candidate in writing of the results of the screening test(s) for illegal drugs.
 - a. Candidates who question the accuracy of a positive result of the screening test(s) for illegal drugs may request that the procedure be repeated. The original specimen will be used 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.
 - b. A candidate who has tested positive for illegal drugs and wishes to apply for future employment opportunities with the district must provide evidence of current enrollment in, or completion of, an approved drug treatment program. If the candidate is enrolled in an approved drug treatment program at the time employment is offered, the candidate will be required, as a condition of employment to provide an expected completion date and subsequent proof of successful program completion. Additionally, the candidate must successfully complete the screening test(s) for illegal drugs administered by a district-selected physician/laboratory at an approved medical site to determine that the individual is not currently engaging in the illegal use of drugs at the time employment is offered.
7. If the results of the screening test(s) for illegal drugs are satisfactory, the candidate will be invited to return to the personnel office to complete all prerequisite employment forms.

Consent for Preemployment Drug Testing

TO: _____, you have been recommended to the
Name of Candidate
vacancy of _____ at _____ on _____
Position Building/School Date/Time

**IMPORTANT! PLEASE READ AND FOLLOW THESE INSTRUCTIONS!
SIGN AND RETURN THIS FORM TO THE
NORTH WASCO COUNTY SCHOOL DISTRICT 21**

To be employed in this district, a candidate recommended for a safety-sensitive position (e.g., bus drivers, heavy machinery operators) or a position in which the person is responsible for students’ safety and security² position with the district will be required to undergo a drug screening test BEFORE beginning employment. **Failure to report for a drug screen within 24 hours of employment offer, and/or satisfactorily complete the drug screen may result in withdrawal of employment offer.**

Drug testing must be completed within 24 hours of employment offer. This form should be left at the North Wasco County School District 21 Office.

**COMPLETE THE INFORMATION BELOW AND RETURN THIS FORM
TO THE NORTH WASCO COUNTY SCHOOL DISTRICT 21 OFFICE**

I have read the above information concerning the drug screening requirement. I authorize the North Wasco County School District 21 to receive the results of my drug screen, and understand the implications of positive results or failure to report for testing within 24 hours.

Signature of Candidate

Date

Results to Personnel _____ Results to Candidate _____

²Based on Lanier – “Safety sensitive” may also include positions that have heavy student contact and in loco parentis responsibility (e.g. teachers, administrators, paraprofessionals).