

Pre-Employment Drug Testing

It is the policy of the district to ensure candidates for employment are not hired if they are using illegal drugs. Persons tested will be candidates who have been preliminarily selected for employment pending results of drug screening. Any candidate who tests positive for illegal drugs will not be hired.

Illegal drugs will be defined as any mind-altering substance or narcotic drug including hallucinogenic drugs, amphetamines, barbiturates, marijuana or any other illegal drug or controlled substance, except as prescribed by a physician and used as directed.

Procedures for Implementing Pre-employment Drug Testing Program

1. Satisfactory completion of drug testing is a requirement for a final job offer. This procedure will be posted throughout the district. Each applicant will be given official notification that this procedure will be a part of the application process. Included in the application process will be a Pre-employment Consent Form for Drug Testing and Release of Information form.
2. Successful candidates will be given the final offer of employment conditional upon successful completion of drug tests.
3. Each successful candidate being considered for a final job offer subject to successful passing of drug tests will also be scheduled by the district for an appointment for the drug test with the district-selected physician/laboratory at a designated medical location.
4. In unusual cases, by district consent, a candidate may delay the pre-employment drug screening for up to and not to exceed 24 hours following the offer for employment, or the district reserves the right to withdraw the job offer.
5. The physician or laboratory that performs the drug screening for the district will be required to provide written assurance that the following standards will be followed:
 - a. Utilize reliable testing protocols and procedures, established illegal drug screening cut-off levels and ensure candidate's privacy to the extent possible;
 - b. Secure the candidate's written consent to perform the pre-employment illegal drug screening tests;
 - c. Verify all positive illegal drug screening tests by interviewing the candidate for possible explanation, and by contacting the prescribing physician or pharmacy, as appropriate;
 - d. Following verbal communication indicating the results to the district, the physician will provide written results to the district's personnel office within two days following screening.

6. The personnel office will notify the candidate of the results of the drug tests.
 - a. Candidates who question the accuracy of a positive drug test may request that the procedure be repeated. The original specimen will be utilized 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. The district will pay the cost of the original repeat of the test. The candidate will reimburse the district if the drug tests are positive again. The district will bear the cost if the retest of the original specimen is negative instead of positive.
7. If the results of the drug screening are satisfactory, the candidate will be invited to return to the personnel office to complete the employment forms.

PLEASANT HILL SCHOOL DISTRICT
PLEASANT HILL, OREGON

PRE-EMPLOYMENT CONSENT FORM FOR DRUG TESTING

To be hired by the Pleasant Hill School District, a successful applicant must be tested for controlled substances or illegal drugs.

You must consent to the drug testing by signing this form and then by following the drug testing procedures.

By signing this consent form you are agreeing to provide a specimen in order to determine the presence of controlled substances or illegal drugs.

You are also agreeing that the results of this drug test analysis will be used to determine your eligibility for employment in this district.

RELEASE OF INFORMATION

I hereby authorize the examining physician and/or assessment program personnel to release to the Pleasant Hill School District the results of the drug test from my specimen to determine the presence of controlled substances or illegal drugs. I recognize that the information disclosed to the Pleasant Hill School District may contain information that is protected by federal and state law such as drug abuse, illegal drugs and/or controlled substances.

I understand the examining physician or laboratory may not be my own physician or his/her laboratory.

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 Pleasant Hill School District.

Candidate's Name (PRINT)

Date

Candidate's Signature

FOR OFFICE USE ONLY

NOTICE TO ALL APPLICANTS

ALL OFFERS OF EMPLOYMENT ARE
CONTINGENT UPON THE
APPLICANT'S SATISFACTORY
COMPLETION OF A DRUG SCREENING TEST.

THE PLEASANT HILL SCHOOL DISTRICT BELIEVES THAT A DRUG FREE
ENVIRONMENT IS BENEFICIAL TO ALL EMPLOYEES AND STUDENTS.