



**POLICY NO. 304 – PRE-EMPLOYMENT DRUG  
TESTING FOR ADMINISTRATIVE EMPLOYEES**

**1. Purpose**

The Board recognizes that the misuse of drugs is a serious problem with serious legal, physical and social implications for the entire school community. The Board is concerned about the problems that may be caused by drug use by employees, especially as that use relates to an employee's safety, efficiency and productivity.

The primary purpose and justification for any district action is for the protection of the health, safety and welfare of all students, staff, visitors and school property.

These regulations are promulgated by the Board to promote a drug-free school environment. Enhanced employee productivity and safety and decreased health risks and accident costs are the intended results of this policy. Because school district employees supervise and act as role models to our student population, these regulations are also intended to promote and protect student health and safety. The Board, in its efforts to promote the health, safety and welfare of the district's students, staff and property, has determined that all applicants for employment who become candidates for employment shall only be offered employment contingent upon compliance with the following rules and regulations. It is the policy of the Board that no new employee may be employed by the District or begin service with the District until they comply with this policy. Candidates shall be subject to drug testing in accordance with the procedures set forth in this policy, and no candidate for employment by the district shall be considered for employment if they test positive, except under the special limited circumstances set forth below in 2.D.

**2. Procedures**

**A. General Procedures**

- 1) All drug testing shall be conducted by a West Jefferson Hills School District-approved and National Institute for Drug Abuse-certified medical testing laboratory. All testing procedures shall be performed and positive test results shall be verified using scientifically accepted and approved methodologies. An appropriate and generally accepted chain of custody procedures shall be followed to ensure continuity in specimen collection, handling, transfer and storage. The cost of this testing shall be paid by the District.
- 2) Approved testing facilities shall be designated and maintained by the Superintendent and/or his/her designee.
- 3) Applicants will be required to submit to and comply with this policy when offered employment contingent upon passing a drug screen as provided by this policy.

- 4) Prior to submitting to the drug screen, each candidate shall inform the testing officer of any prescription drugs the applicant is taking which may affect the results of the drug screen. Testing shall be administered at the location of the testing lab.

B. Collection Procedures

- 1) All applicants shall follow all instructions and procedures established by the collection site to identify the employee, establish the proper chain of custody, and preserve the integrity of the sample.
- 2) Arrangements shall be made with the collection site so that the site's personnel will take every reasonable step to protect the privacy of the candidate, consistent with the requirement that the collection site maintain the integrity of the sample.
- 3) The sample to be provided by the applicant will consist of a urine sample or blood sample, as determined by the testing laboratory in such amount to be determined in accordance with the proper procedures of the testing laboratory.

C. Reporting Results

- 1) The testing process will only test for the following drugs and substances:
  - a) Opiates;
  - b) Cocaine Metabolite;
  - c) Cannabinoids;
  - d) Amphetamines;
  - e) Barbiturates;
  - f) Phencyclidine (PCP); and
  - g) Benzodiazepines.
  - h) Other controlled substances and/or illegal drugs as determined by the Superintendent from time to time
- 2) A test will be deemed "positive" if the confirmatory test indicates a level above that established for that particular drug in regulations issued by the any government agency, including the Federal Department of Transportation, or as otherwise determined by the Board consistent with current medical practice.
- 3) Unless specifically requested by the Superintendent or the Superintendent's designee to provide the full results of the drug testing, the only information the testing laboratory will provide to the school district is whether the test result for each of the above-named drugs or substances was "positive" or "negative."
- 4) The results of each applicant's test will be reported to the Superintendent or his/her designee. Thereafter, such information may only be released to those individuals whom the Superintendent determines needs to know the results.

D. Consequences of Testing

A candidate who tests positive for one or more of the above-named drugs or substances will not be considered for employment and the contingent offer of employment will be withdrawn, unless the drug is part of a prescription medication plan that the applicant previously disclosed to the school district and the prescription does not impair the candidate's ability to perform the job. The Superintendent or designee shall make such inquiry as believed necessary to determine whether or not the prescription impairs the candidate's ability to perform the job.