

## **LCCS POLICY 424**

### **Pre-Employment Drug Screening**

<b>Original Issue Date:</b>	8/10/1995
<b>Revision Dates:</b>	12/13/1995, 11/12/1996, 1/27/1999, 12/17/2020
<b>Revision Number:</b>	4
<b>Current Effective Date:</b>	12/17/2020
<b>Obsolete/Combined Date:</b>	
<b>Reason for Obsoleting/Combining:</b>	
<b>See new Policy #:</b>	

<b>Scope:</b>	All Staff
<b>Responsibility:</b>	Human Resources Personnel
<b>Purpose:</b>	To outline the process of integrating pre-employment drug screening into the hiring procedures of Lucas County Children Services.
<b>Legal Cite:</b>	Drug-Free Workplace Act of 1988, 21 U.S.C. 812, O.R.C. §§ 5153.10, 5153.16, 3719.01

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### **POLICY STATEMENT**

It is the policy of LCCS that all candidates for employment must successfully complete a drug screening to detect the abuse of amphetamines, cocaine, marijuana, opiates, and phencyclidine. The goal of this screening procedure is to reduce the potential for substance abuse within the workplace and to insure a safe work environment.

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### **PROCEDURE**

#### **Notification to Job Applicants:**

- Human Resources will post job notices advising potential applicants of the pre-employment testing policy.
- Job applicants will sign a statement acknowledging their awareness of LCCS' screening requirements.
- Drug screening requirements will be reviewed during the applicant's initial interview or testing/orientation session.

#### **Conditional Offers of Employment:**

- Candidates who are extended a conditional offer of employment must submit to the drug screen within 24 hours of the job offer.

- Failure to complete the screen within 24 hours OR failure to successfully pass the screen will result in a withdrawal of the employment offer and preclude, for the following 12-month period, any further consideration for employment.
- If a candidate offers compelling and rational evidence of his/her inability to submit to the screen within the required 24 hours, the offer of employment will be withdrawn, but his/her application may (with approval from Human Resources) remain active and be considered for future employment opportunities. However, if the candidate is unable to complete the screen within the required 24 hours following a second conditional offer of employment, regardless of the reason, the offer will be withdrawn and further employment consideration will not be given for the following 12-month period.

#### **Negative Test Results:**

- Human Resources will be informed of negative testing results from the testing sites by email.
- Human Resources will send an employment confirmation letter to the candidate, noting the date and time (s)he is to begin employment at LCCS.
- The negative testing result will be placed in the employee's personnel file/confidential medical records section.

#### **Positive Test Results:**

- If the initial test results are “positive”, the testing site will send written confirmation of the positive test to Human Resources.
- Human Resources will send a letter to the candidate informing him/her of the test result and withdrawing the offer of employment.

#### **Employees:**

- Staff who are laid off and who become re-employed within 30 calendar days of the layoff date shall not be required to complete a pre-employment drug screening.
- Staff who are laid off and who become re-employed beyond 30 calendar days of the layoff date must complete a pre-employment drug screening.

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## **CASE PRACTICE GUIDES**

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## **RELATED POLICIES and FORMS**

LCCS Policy 422 (Drug Free Workplace)