

# EASTON AREA SCHOOL DISTRICT

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: PRE-EMPLOYMENT DRUG  
TESTING

ADOPTED: APRIL 17, 2008

REVISED:

<p>1. Purpose Pol. 351</p> <p>2. Guidelines</p>	<p style="text-align: center;">352. PRE-EMPLOYMENT DRUG TESTING</p> <p>These regulations are promulgated by the Board toward the end of creating a drug-free school environment. Enhanced productivity, employee safety, and decreased health and accident costs are the intended products of this policy. Moreover, because school district employees supervise and act as role models for students of this district, these regulations are also intended to promote and protect student health and safety. The Board has already adopted a policy outlining its concerns about the use of illegal drugs and the abuse of illegal drugs in the workplace. In further support of its efforts to protect the health, safety and welfare of students, staff and school property, the Board has determined that all applicants for employment will be subject to drug testing in accordance with the procedures set forth in this policy, and that no such applicant shall be considered for employment if they test positive, except under the limited circumstances set forth below.</p> <p><u>General Procedure</u></p> <ol style="list-style-type: none"> <li>1. All drug testing will be conducted by an Easton Area School District-approved and National Institute for Drug Abuse-certified medical testing laboratory. All testing shall be performed and positive test results will be verified using approved methodologies. An appropriate chain of custody procedure will be developed to ensure continuity in specimen collection, handling, transfer and storage.</li> <li>2. A listing of the approved testing center(s) will be maintained in the office of the Director of Human Resources.</li> <li>3. The applicant will be asked to submit to a drug screen when s/he is considered for employment.</li> <li>4. The drug test must take place within 24 hours of the offer for employment.</li> <li>5. Prior to submitting to the drug screen, the applicant is required to inform the testing officer of any prescription drug the applicant is taking which may affect the results of the drug screen.</li> </ol>
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Collection Procedure

1. The applicant will be required to follow all instructions and procedures established by the collection site to identify the employee, establish proper chain of custody, and preserve the integrity of the sample.
2. Arrangements will be made with the collection site so that its personnel will take reasonable steps to protect the privacy of the employee, 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 in an amount to be determined in accordance with procedures of the testing laboratory.

Reporting Results

1. The testing process will only test for the following drugs:
  - a. Opiates (e.g., heroin, morphine, codeine, methadone).
  - b. Cocaine.
  - c. Cannabinoids (e.g., marijuana, hashish).
  - d. Amphetamines.
  - e. Barbiturates.
  - f. Other narcotics and hallucinogens (e.g., phencyclidine (PCP), methaqualone (quaalude), peyote (LSD)).
2. A test will be deemed positive if the confirmatory test indicates a level above the established for that particular drug in regulations issued by the Federal Department of Transportation, or otherwise determined by the Board consistent with current medical practice.
3. The only information which the laboratory will be permitted to tell the school district is whether the applicant tested positive for one of the substances listed above.
4. The results of the test will be reported to the Director of Human Resources. Thereafter, the information will only be released to those individuals in a need to know position.

Consequences Of Testing

An applicant who tests positive will not be considered for employment unless the drug is part of the prescription medication which the applicant disclosed to the school district.