



Book	Policy Manual
Section	500 Support Employees
Title	Pre-Employment Drug Testing Policy
Number	551.1
Status	First Reading
Adopted	October 4, 1995
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Purpose

Abuse of alcohol and controlled substances in the workplace is a danger to the safety and health of employees and students of the Wilson School District. The responsibility for maintaining an alcohol and drug-free workplace is entrusted to the Board of School Directors. Such a workplace enhances the safety of all employees and ensures their fitness to fulfill job responsibilities.

Authority

As a condition of employment, the Board of School Directors will hire no one who tests positive on the drug screening, unless the drug has been prescribed by a licensed physician and/or there is a bona fide medical reason for using the drug.

Enforcement of the school district's program and policy regarding the abuse of drugs requires that candidates for employment must provide appropriate body fluid specimens for testing.

Procedures

1. All drug testing will be conducted by a Wilson School District-approved and Pennsylvania Department of Health certified medical testing laboratory. All testing shall be performed and positive test results will be verified using approved methodologies. An appropriate chain of custody procedures has been developed to ensure continuity in specimen collection, handling, transfer and storage.
2. A listing of the approved testing centers will be maintained in the office of the Superintendent.
3. Testing Procedure
 1. An Employee Informed Consent Form will be signed by each applicant when the specimen is required.
 2. The selected finalist for a position shall be issued a voucher by an administrator or supervisor redeemable at pre-approved laboratories in Berks County and surrounding counties. Vouchers are valid for up to twenty-four (24) hours. Failure to redeem the voucher within the twenty-four (24) hours will be grounds for employment denial. A positive drug

test will nullify the employment opportunity. The cost of the testing will be borne by the school district **unless employee does not remain employed by Wilson for at least one year, in which case, if requested by the Board, the employee shall reimburse the Board for the cost of such testing.** Applicants may appeal the positive result and submit to retesting using the same specimen, school district-approved procedures and laboratory, but must individually pay for the confirmation test if the results are the same.

4. Specimen test results will be treated as privileged information and will be kept confidential. Test results shall not be disclosed to any individuals inside or outside the school district, except designated administrative representatives having a legitimate need to know in order to make decisions.
5. Test result information will be provided to the employee tested.

Last Modified by Mrs Regina Urso on May 18, 2018