

PEOPLE'S PLACE

New Hire Drug Testing Policy

Approved By: Board of Directors
Review/Revision Date: 9/01/2020

I. PURPOSE

The purpose of this policy is to ensure that candidates considered for employment in contractually designated programs at People's Place receive a negative drug screen.

II. POLICY STATEMENT

It is the policy of People's Place to require candidates for employment in contractually designated programs to be tested for illegal use of drugs prior to employment to ensure the safety of our clients and staff.

III. APPLICATION

This policy applies to People's Place candidates for employment of designated programs that require drug testing.

IV. DEFINITIONS

A. Drug Test – a test conducted by a qualified medical laboratory to detect the presence of drugs.

V. STANDARDS

- A. After a conditional offer of employment has been made to a candidate, the candidate will be tested for illegal drug use.
- B. Candidates must follow the medical laboratory's testing and retesting procedures. Candidates who fail to follow procedures will not be considered for hire.

VI. PROCEDURES

Individual Responsible

Human Resources

Action

1. Provides candidate with appropriate drug testing forms and directs candidate to the medical laboratory for testing.

Candidate

1. Submits specimen for testing at medical laboratory.

Medical Laboratory

1. Tests specimen for illegal drugs
2. Reports results to People's Place Human Resources.

RESULTS:

Individual Responsible

Human Resources

Action

1. Files negative drug test report from medical laboratory in employee's medical file.
2. Reports candidates with positive drug screen results to Executive Director or designee.

Executive Director

1. Takes appropriate action.

VII. REFERENCES

A. Hiring Policy

VIII. EXHIBITS

A. Contractually Designated Programs – Drug Testing