

Monroe County Policy _GDR

PRE-EMPLOYMENT DRUG SCREENING

Upon a conditional offer of employment for any full-time, half-time, or part-time, substitute or extra-curricular position by the Superintendent, the applicant is required to undergo a post-offer pre-employment drug screen. An applicant's consent to submit to a screen or test is required as a condition of employment. The applicant's refusal to consent will result in no recommendation for employment to the Board of Education. Employment is conditioned upon passing the drug screen and approval of the Board of Education.

Applicants shall report to the designated collection site within forty-eight (48) hours after receiving an offer of employment from the Superintendent. Prior to conducting an alcohol and/or drug test, the applicant will be asked to sign a Medical Release Form, whereby the applicant agrees and understands that s/he will submit a sample upon which a testing analysis will be performed, and that test result will be reported to the Superintendent or Assistant Superintendent. A medical or other testing facility shall conduct all screenings. The Board of Education shall pay the costs associated with the initial test procedure.

In appropriate circumstances, the Superintendent may consent to an applicant's request for a retest (either testing a split sample or otherwise). The applicant must make any request for a retest directly to the Superintendent within seventy-two (72) hours of notification of a positive test result. Employees in West Virginia have the right to have a split sample tested by a laboratory certified by the U.S. Department of Health and Human Services, Substance Abuse, and Mental Health Services Administration (SAMHSA). The cost of any retest will be sole responsibility of the applicant.

Information regarding an applicant's drug testing results are highly confidential and will be released by the medical or other testing facility to the Superintendent or his/her designee(s), except that results may be released and relied upon by the Board in any administrative or court action involving the drug test or any discipline resulting from a violation of this policy, including employment grievances and court proceedings.

Adopted by Board Action: September 6, 2016