

## SCHOOL DISTRICT OF WAUPACA

SERIES 500 PERSONNEL

CODE: 523.2

### WAUPACA SCHOOL DISTRICT PRE-EMPLOYMENT DRUG TESTING

#### A. Purpose

- a. The District recognizes that the use or abuse of illegal drugs and controlled substances can have a significant impact on the workplace in terms of safety, worker's compensation claims, personal day benefits, absenteeism and productivity. In addition, the District invests considerable time and resources educating students about the inherent dangers and impact of illegal drug use and substance abuse. Administrators, faculty and staff represent important role models in achieving these efforts in education.
- b. Therefore, the District has established a pre-employment drug testing policy for job candidates who have received a written conditional offer of employment from the District, "candidates", which shall apply to all such job candidates regardless of the position for which they have applied.

#### B. Consent Required

- a. Applicants for employment will be informed in advance and in writing of the requirement that they participate in a pre-employment drug test upon receiving a written conditional offer of employment from the District, and will be requested to sign consent forms authorizing the test upon the extension of such a conditional offer. If a candidate refuses to provide consent for the test or tests positive for illegal drugs, then the candidate's conditional offer will be rescinded and the candidate will no longer be considered for employment.

#### C. Substances Covered by Drug Testing

- a. Candidates will be tested for their use of commonly abused controlled substances, including amphetamines, barbiturates, benzodiazepines, opiates, cannabinoids, cocaine, methadone, methaqualone, phencyclidine (PCP), propoxyphene and chemical derivatives of these substances.
- b. Candidates must advise the testing lab of all prescription drugs taken in the past month before the test and be prepared to show proof of such prescriptions to testing lab personnel.

#### D. Testing Methods and Procedure

- a. All testing will be conducted by a licensed independent medical laboratory, which will follow established testing standards. Testing will be conducted on a urine sample provided by the candidate to the testing laboratory under procedures

established by the laboratory to ensure privacy of the employee, while protecting against tampering/alteration of the test results.

- b. The District will pay for the cost of the testing, including the confirmation of any positive test result by gas chromatography. The testing lab will retain samples in accordance with state law, so that a candidate may request a retest of the sample at his or her own expense if he or she disagrees with the test result.

**E. Positive Test**

- a. If a candidate tests positive on an initial screening test, the test will be confirmed using gas chromatography. On receipt of the second positive confirmation test, the employment offer will be formally withdrawn, and the candidate will be provided with a copy of the test results and the reason why he or she is no longer being considered for employment.

**F. Right to Explain Results**

- a. All candidates have the right to meet with the testing laboratory personnel, and with District personnel, to explain their test results. These discussions will be considered confidential except that information disclosed in such tests will be communicated to personnel within the District or within the lab who need to know such information to make proper decisions regarding the test results or employment of the individual.

**G. Right to Review Records**

- a. The District will provide a copy of test results only to candidates who test positive.

**H. Confidentiality Requirements**

- a. All records concerning test results will be kept in medical files that are maintained separately from other District personnel files.
- b. Testing laboratories may conduct testing only for substances included on the disclosure list provided to the individual, and may not conduct general testing related to the medical conditions of the individual that are unrelated to drug usage.

ADOPTED: 050917

REVISED:

REVIEWED:

LEGAL REFERENCE:

CONTRACT REFERENCE:

CROSS REFERENCE:

School District of Waupaca is an Equal Opportunity Employer