

PEOPLE’S PLACE

New Hire Drug Testing Policy

Approved By: Board of Directors
Review/Revision Date: 2/01/2009

I. PURPOSE

The purpose of this policy is to ensure that individuals considered for employment in contractually designated programs at People's Place shall be drug-free.

II. POLICY STATEMENT

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

III. APPLICATION

This policy applies to People’s Place new hires 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 an offer has been made to a candidate, the candidate will be tested for illegal drug use with the offer of employment conditioned upon a successful result. Candidates must follow the medical laboratory’s testing procedures. Any questionable findings shall result in retesting. Candidates who fail to follow procedures will not be considered for hire.
- C. Any candidate who tests positive for illegal drugs will be contacted by the medical laboratory which conducted the test.
- D. Any candidate whose positive drug test has been confirmed and who has started working will be immediately terminated.

VI. PROCEDURES

Individual Responsible

Action

Personnel

- 1. Provides candidate with appropriate drug testing forms and sends them to the medical laboratory for testing.

Employee

- 1. Submits specimen for testing at medical laboratory.

Medical Laboratory

- 1. Tests specimen for illegal drugs
- 2. Reports results to People’s Place Personnel.

RESULTS:

Individual Responsible

Action

Medical Laboratory

1. Reports results to candidate and to Personnel.

Personnel

1. Files negative report from medical laboratory in employee's file.
2. Reports positive results to appropriate Associate Director and Executive Director.

Executive Director

1. Takes appropriate action.

VII. REFERENCES

- A. Hiring Policy

VIII. EXHIBITS

- A. Contractually Designated Programs – Drug Testing