

APPLICANT TESTING FOR DRUGS

The Objective

In 1988 Congress enacted the Drug-Free Workplace Act to assist (and require) federal contractors to establish and maintain a work environment that is free from the effects of drug use and abuse. We agree with that goal. For that reason, we expect all applicants (and employees) to be alcohol and/or drug-free.

Testing of Applicants

We require all applicants to be free of illegal or non prescribed drugs and alcohol, and every offer of employment is conditioned upon passing appropriate urine tests. We test for: Amphetamines, Barbiturates, Cocaine, Opiates, Phencyclidine (PCP) and THC (Marijuana).

An applicant who refuses to be tested or tests positive will be treated as if the application were voluntarily withdrawn. An applicant whose test results in a finding of a dilute sample will be offered the opportunity to test again at a time of our choosing. An applicant whose test results in a finding of a dilute sample will have the opportunity to discuss the test with the Medical Review Officer and may be offered the opportunity to test again at a time of our choosing. If the second test also results in a dilute sample, the application will also be treated as if it were voluntarily withdrawn. Applicants who are rejected for these reasons may reapply after 180 calendar days, but any new job offer will again be conditioned on passing the test.

An applicant who switches, adulterates, or in any way tampers with the requested sample(s), or otherwise attempts to manipulate the testing process, will also be treated as if the application were voluntarily withdrawn. Applicants rejected for these reasons will not be considered for future employment under any circumstances.

Appeal Rights/Right To Reconfirmation Test

Applicants can obtain test results by making a written request within 30 days after testing. The request should be addressed to our Human Resource Director, Umatilla-Morrow Head Start, Inc., 110 NE Fourth Street, Hermiston, Oregon, 97838. (You need to contact our Medical Review Officer directly at (541) 567-2600 if you want to explain the results and/or request a retest.)

An applicant who makes a timely request will have 30 days (from the day the test results are mailed or otherwise communicated) to explain any positive result and/or to request reconfirmation testing (at the applicant's expense) of the same specimen. The reconfirmation test will be done by our laboratory or by any laboratory which satisfies United States Department of Health and Human Services standards, provided that we can maintain the chain of custody. An applicant who satisfactorily explains test results or whose reconfirmation test does not indicate the presence of drugs (and is not "dilute") will be reimbursed for the cost of the retest and will be offered the position (if still available) or the next suitable position that becomes available.

Confidentiality

All test results will be maintained in a secure file and will only be communicated on a business “need to know” basis.

Situations Not Covered By Policy

We recognize that situations will arise which are not specifically covered by this policy and these guidelines (for example, situations involving applicants who have been charged or convicted, or pled no contest or forfeited bond or bail, to drug-related charges). We will deal with them on a case-by-case basis taking into account such things as the nature of the situation or problem, the potential impact on coworkers, clients, the public and/or our Alcohol and Drug Policy, the applicant’s prior employment record, and the potential impact on production, safety and/or public perceptions of the Agency.

ACKNOWLEDGMENT AND CONSENT TO TESTING

1. I, _____ acknowledge
[Please print your full name]
receiving a copy of the Umatilla-Morrow Head Start, Inc. Applicant Drug-Testing Policy and a copy of this Acknowledgment and Consent to Testing form that I signed.
2. I voluntarily agree to provide a sample of my urine for testing and to submit to any related physical or other examination when I have been requested to do so. I also release the Agency from all liability arising out of or connected with the testing or physical or other examination.
3. I authorize the release of the test results (and any other relevant medical information) obtained pursuant to the Agency's drug and alcohol testing policy or any related physical or other examination to Human Resources or to any other agents designated by the Agency for use in evaluating my continued eligibility for employment. I understand that I have the right to revoke this authorization to disclose information to the Agency on a prospective basis.
4. I understand that my application for employment will be denied in any of the following circumstances: (a) if I refuse to submit to the testing, (b) if I refuse to give the requested sample(s), (c) if I refuse to authorize release of the results to the Agency, (d) if I revoke my authorization to provide information to the Agency about the current urine test or any related physical or other examination, and/or (e) if the test results indicate that I do not meet the Agency's standards.
5. I understand that if my test results in a finding of a dilute sample, I will be advised of the results and offered the opportunity to test again at a time of the Agency's choosing. If the second test also results in a dilute sample, I understand that generally I will be denied employment or, if I was allowed to begin work prior to receipt of the test results, terminated. I also understand that I will not be allowed to reapply for 180 calendar days and that any new job offer will again be conditioned on meeting the Agency's standards.
6. I understand that any attempt to switch, adulterate or in any way tamper with the requested sample(s) or to otherwise manipulate the testing process will also result in denial of employment (or termination if I am allowed to begin work pending receipt of test results) and that I will not be considered for future employment under any circumstances.
7. I have read each of these statements. Yes No.

Applicant's Signature

Today's Date