

# Pre-placement Drug Testing

LAST REVISED ON 02/2017

**This policy applies to:** All regular full-time, part-time, TAR staff and House Staff (Residents) who have patient contact as well as all employees in Strong Memorial Hospital (SMH); temporary employees (through Strong Staffing and/or outside agency) working in patient care areas in SMH; all transfers into SMH; all non-faculty positions in University Health Service; all staff in the Security Division (except clerical); all staff in Environmental Health & Safety (EH&S); all operational staff in Central Utilities; all Medical Center Housekeeping staff including temporary staff; all Medical Center Facility staff (MCFO) including temporary staff; all University employees who have assigned responsibility for driving a University vehicle or for transporting patients or students; all coaches and parking attendants.

## I. Policy

The University is committed to providing a safe, healthy and productive work environment for all employees. In conjunction with Policy 151: Drug Testing Policy (<https://www.rochester.edu/policies/policy/drug-testing/>) and Policy 171: Drug-Free Workplace (Controlled Substance Policy) (<https://www.rochester.edu/policies/policy/drug-free-workplace/>), all final candidates in above positions will be required to have a drug screening test. All offers will be made contingent upon successful completion of the drug test. The University is committed to maintaining the confidentiality and privacy of the individual. Through the use of a certified testing laboratory, the University has established a bona fide chain of custody and a separate record maintenance program to ensure the integrity of the information collected.

## II. Guidelines

**A.** Candidates in the above referenced positions/departments will be notified of the University's drug testing policy during the employment application process. This includes a written statement on the employment application that the applicant must sign acknowledging his/her understanding that a drug test will be a condition of employment.

**B.** Hiring supervisors should inform potential applicants during the interviewing process that a drug test will be conducted if the candidate is offered the position.

**C.** The final candidate will be offered a position and scheduled for the drug test.

**D.** If the test is positive the offer of employment will be rescinded by The Employment Center for staff; Nursing Recruitment for nursing positions or the Office of Graduate Medical Education for House Staff. In these cases the hiring department will be informed that the recruitment effort must be discontinued because the candidate did not successfully complete the pre-placement requirements.

**E.** If a final candidate does not appear for the test or refuses to take the test, the offer will be rescinded. The test will not be rescheduled for the convenience of the applicant. The candidate may reapply for employment at the University no sooner than six months from the date of rescind and will be subjected to a new drug screen should an offer be made for any position in the applicable areas listed above for which pre-placement drug screening is required.

**F.** If an offer has been rescinded due to a positive test result, the candidate may reapply for employment at the University no sooner than six months from the date of rescind and will be subjected to a new drug screen should an offer be made for any position in the applicable areas listed above for which pre-placement drug screening is required.

**G.** Exceptions to this policy will **not** be granted. This policy will be administered in accordance with the University's commitment to fair and equal treatment and in accordance with anti-discriminatory laws and regulations.

**See also:**

- [#151 Drug Testing Policy \(https://www.rochester.edu/policies/policy/drug-testing/\)](https://www.rochester.edu/policies/policy/drug-testing/)
- [#171 Drug-Free Workplace \(Controlled Substance Policy\) \(https://www.rochester.edu/policies/policy/drug-free-workplace/\)](https://www.rochester.edu/policies/policy/drug-free-workplace/)

## **ABOUT THIS POLICY**

### **Policy Number**

168

### **Policy Group**

Human Resources

### **Issuing Authority**

Human Resources

### **Responsible Officer**

Kathy Miner

### **Contact Information**

[kathy.miner@rochester.edu](mailto:kathy.miner@rochester.edu) (mailto: [kathy.miner@rochester.edu](mailto:kathy.miner@rochester.edu))

## **RELATED POLICIES**

**[Drug Testing Policy \(https://www.rochester.edu/policies/policy/drug-testing/\)](https://www.rochester.edu/policies/policy/drug-testing/)**

**[Drug-Free Workplace \(Controlled Substance Policy\) \(https://www.rochester.edu/policies/policy/drug-free-workplace/\)](https://www.rochester.edu/policies/policy/drug-free-workplace/)**