

Leon County Research and Development Authority

Policy No. 10-1

Title: Pre-Employment Drug Testing

Date Adopted: July 20, 2010

Effective Date: July 20, 2010

It shall be the policy of the Leon County Research and Development Authority (LCRDA) that a new policy, Policy No 10-1, "Pre-Employment Drug Testing", is hereby adopted, to wit:

- 1. PURPOSE** - As a part of the LCRDA's commitment to safeguard the health of its employees, to provide a safe place for its employees to work, and to promote a drug-free community, the LCRDA has established this policy on pre-employment drug testing.
- 2. APPLICABILITY** - All job applicants not presently employed by the LCRDA shall be subject to pre-employment drug testing.
- 3. DRUG TESTING CATEGORIES** - The LCRDA requires that drug tests shall be conducted before job applicants are hired, or after an offer to hire but before the effective date of employment with the LCRDA. All offers of employment with the LCRDA shall be subject to a negative drug test result.
- 4. INTERPRETATION OF THE LABORATORY RESULTS** - All drug test results are reviewed and interpreted by a physician (Medical Review Officer (MRO)) before they are reported to the employer. If the laboratory reports a positive result to the MRO, the MRO contacts the job applicant (in person or by telephone) and conducts an interview to determine if there is an alternative medical explanation for the drugs found in the job applicant's urine specimen. For all the drugs except PCP, some limited, legitimate medical use may explain the positive test results. If the job applicant provides appropriate documentation and the MRO determines that it is legitimate medical use of the prohibited drug, the drug test result is reported as negative to the LCRDA.
- 5. CONFIDENTIAL RECORDS** - Job applicants' drug testing results and records are maintained, subject to the provisions of Chapter 119 of the Florida Statutes, by the LCRDA, the drug testing laboratory, and the medical review officer. They cannot be released to others without the written consent of the job applicant. Exceptions to these confidentiality provisions are limited to a decision maker in arbitration, litigation, or administrative proceedings arising from a positive alcohol or drug test.

6. REFUSAL TO COOPERATE WITH DRUG TEST - A job applicant's tampering with the drug test or failing to submit to the required pre-employment drug test shall be considered as a request for withdrawal from consideration for the position for which she/he applied. As a job applicant, you have refused to take a drug test if you:

- a. Fail to appear for any test within a reasonable time, as determined by the employer, after being directed to do so by the employer, and in no instance shall exceed four (4) hours;
- b. Fail to remain at the testing site until the testing process is complete;
- c. Fail to provide a urine specimen for any drug test required by this policy;
- d. In the case of a directly observed or monitored collection in a drug test, fail to permit the required medical evaluation, that there was no adequate medical explanation for the failure;
or
- e. Fail or decline to take a second test the employer or collector has directed you take.