Policy Number: 432

Policy Title: Pre-Employment Drug Testing

AAPC: See comment on #12.

POLICY

In accordance with the standards of §O.C.G.A. 45-20-110/111, any GPC job applicant who is offered a position requiring drug screening shall submit to a pre-employment drug test.

PROCEDURE

Positions designated as requiring a drug test are defined as full- or part-time positions with job responsibilities which pose a potential for significant risk or harm to the employee, other employees, or the general public in the event of inattention to duty or errors in judgment while on duty.

Job advertisements for designated positions will indicate that pre-employment drug testing is required.

1. Hiring supervisors must advise all applicants prior to an interview for the designated positions that a pre-employment drug-screening test is required.

2. Georgia Perimeter College shall pay for all initial drug screening costs.

3. An applicant selected for a designated position must be advised that he/she must submit to a pre-employment drug test and that further consideration for employment is contingent upon a negative test result.

4. The college’s Human Resources Department or hiring supervisor will provide the employment applicant with the current vendor’s (MEDTOX) pre-employment drug-testing document (MEDTOX Non-Regulated 5 Part Drug Testing Custody And Control Form) that must be presented to the approved collection facility personnel.

- Please Note: In addition to receiving the pre-employment drug-testing document from the Human Resources Department located on the Decatur Campus, the form can also be obtained from Public Safety in their campus offices as well as Plant Operations at Clarkston and Dunwoody.
5. A list of the approved testing facilities, addresses, and contact information for verifying hours of operation is included in the Pre Employment Drug Testing Instructions form located on the GPC Human Resources website at http://www.gpc.edu/humanresources/employment-forms.

6. The hiring supervisor must complete sections A through F of the vendor’s (MEDTOX) form and give all copies of the form to the employment applicant to take to the approved testing facility.

7. In addition to the vendor’s (MEDTOX) form the hiring supervisor must complete and sign all relevant sections of the Pre-Employment Drug Testing Order, have the employment applicant read and sign the Order, and give a copy of the signed Order to the employment applicant to take to the approved testing facility. The hiring supervisor should retain a copy of the Order for his/her file and submit the original copy of the Order to the Human Resources Department to be placed in the applicant’s file.

8. Hiring supervisors should immediately notify the appropriate Human Resources Manager by e-mail when an employment applicant has been sent for pre-employment drug testing. The e-mail should contain the applicant’s name, last four digits of the applicant’s social security number, and desired position title. In addition, hiring supervisors should indicate the testing date, supervisor’s name, and Specimen ID NO. as indicated on the top right hand corner of the vendor’s form.

9. The employment applicant must present the MEDTOX Non-regulated 5 Part Drug Testing Custody and Control Form and Pre-employment Drug Testing Order to the testing facility personnel along with a government-issued picture identification.

10. After completing the test, the employment applicant (donor) will be given the donor copy of the form. The employment applicant must return the form to the hiring supervisor within 24 hours or one workday of testing.

11. MEDTOX will mail the employer’s copy of the form to the Human Resources Department.

12. Test results will be e-mailed to a managerial member of the Human Resources Department.

   AAPC: Is it appropriate for this information to be put in an email since GPC email is not secure?

13. Hiring supervisors will be notified by a member of the Human Resources Department of the test results.

FAILURE OR REFUSAL OF PRE-EMPLOYMENT DRUG TESTING
1. Any applicant who is recommended for employment in a position requiring a pre-employment drug test and who: (a) declines to submit to an established test for illegal drugs; (b) fails to appear for an established test for illegal drugs after being properly notified to do so; or (c) who tests positive for the use of illegal drugs will not be hired and shall be disqualified from employment with Georgia Perimeter College.

2. Such disqualification shall not be removed for a period of two (2) years from the date such test was administered or offered, whichever is later.

3. An applicant who refuses to submit to a test will be notified in writing by the Human Resources Department that he/she has been disqualified from further consideration of employment at the College for a period of two (2) years from the date such test was offered.

4. The identity of any applicant who declines a pre-employment drug test, who fails to appear for a pre-employment drug test, or who tests positive for illegal drug use, shall not be considered a public record and shall be withheld from all persons except those who have a need for such information in their official capacity.

5. The results of pre-employment drug tests shall remain confidential and shall not be a public record unless mandated by state or federal law.

SCREENING RESULTS

1. The testing laboratory shall forward the results of all pre-employment drug tests to the State Medical Review Officer (MRO) who assures the security of the tests results.

2. The MRO will forward negative results of a pre-employment drug test to the State Merit System, which in turn will notify the college’s Human Resources Department.

3. Laboratory reports indicating the presence of any illegal drug(s) shall be retained by the MRO until a final determination is reached. Such information shall be confidential and shall only be available to the MRO or designee and the affected applicant. Positive laboratory results shall be reviewed and determinations of legal or illegal usage shall be made in accordance with procedures established by the Commissioner of the Georgia Department of Human Resources (DHR).

4. Any pre-employment drug test indicating the presence of illegal drugs shall be followed by a confirmatory test using gas chromatography/mass spectrometry analysis. The results shall be reviewed and interpreted by the MRO to determine if there is an alternative medical explanation.

5. The MRO or designee shall, upon receipt of a laboratory report indicating the presence of an illegal drug(s), attempt to contact the applicant to establish a time at which a private discussion may be conducted concerning the results of the pre-
employment drug test. This process will be consistent with the provisions adopted by the State of Georgia Human Resource Services Administration.

6. If an applicant refuses to discuss with the MRO the results of a pre-employment drug test, declines the opportunity to provide an explanation of the results, or admits to the usage of an illegal drug(s), the applicant’s pre-employment drug test shall be reported as positive to the college’s Human Resources Department.

7. If the results of the confirmatory test indicate the presence of illegal drugs, such results shall be reviewed and interpreted by the MRO to determine if there is an alternative medical explanation. If the applicant provides appropriate documentation and the MRO determines that it was a legitimate usage of the substance, the result shall be reported as negative to the college’s Human Resources Department.

8. Any applicant who fails to provide an alternative medical explanation shall be reported to the college’s Human Resources Department as having a positive test result.

9. If after appropriate review, the MRO determines that the results of a pre-employment drug test indicate that an applicant has used an illegal drug(s), the college’s Human Resources Department will be advised of any such result.

10. If the testing laboratory determines that the sample of an applicant may have been adulterated, the applicant shall be directed to appear for retesting.

11. If an employee or a prospective employee has been notified by the MRO of a verified positive drug test, he/she will have three (3) business days from the time of notification to request a reanalysis of the original specimen. If this request is made, the individual will either reimburse GPC or pay the MRO/laboratory directly for the cost of the reanalysis. The specimen will be sent to and tested by another laboratory as directed by the MRO. The laboratory will then advise the MRO of the results of the test. The MRO will review the test results and advise the individual and State of Georgia Personnel Administration who will notify GPC of the outcome.

12. If an applicant, while at the collection facility, is unable to produce at least forty-five (45) milliliters of urine after following the procedures of the collection facility, the applicant shall be directed to appear the next business day for retesting.

13. The college’s Human Resources Department will notify an applicant in writing to confirm that he/she may not be employed by the college or that he/she has been disqualified for employment for two (2) years from the date the test was administered.

Policy Council Review Dates:

PPAB Approval Date: _____________________