

DRUG TESTING POLICY AND PROCEDURE

STATEMENT FOR APPLICATIONS

POLICY

A drug screen test (urine) will be required on all applications selected for employment/training (including, but not limited to: part-time, full-time, temporary, civil-service, non-civil service, students, etc.) as a part of the pre-employment physical assessment performed. The test will be administered prior to the first day of employment/training by a provider designated by the City of Warren.

If a test result indicates the presence of an illegal or prohibited drug or substance which exceeds the cut-off level, the Applicant selected for employment/training will be disqualified for further hiring/training consideration.

PROCEDURE

- * All otherwise qualified applicants selected for employment/training will be tested for drug use prior to the first day of employment/training. Such testing will include the analysis of urine, or any other medically accepted testing procedure as determined by the City of Warren.
- * This application which includes a Drug Testing Consent form must be signed prior to the time of any such drug testing, authorizing the City of Warren (and/or the City's designated testing agent) to conduct such testing and to rely upon the results.
- * Refusal to consent to and participate in such drug testing will automatically disqualify the applicant/student selected for employment/training from further consideration.
- * Applicants testing positive for the presence of drugs in their bodies will automatically be disqualified from further consideration and in the future for a minimum of two years.
- * The City of Warren and/or agent will conduct confirmatory testing/inquiry of initial positive test results.
- * All information from an employee's drug and alcohol test is confidential and only those with a need to know will be informed of test results. Test results may also be communicated at any judicial or administrative proceeding. The result of a positive test shall not be released to the Personnel Department until the results have been confirmed.

DRUG/ALCOHOL TESTING POLICY

PURPOSE

I recognize that certain chemical substances are being consumed throughout the nation as part of the contemporary way of life. Many of these substances are considered contraband in and of themselves, which means that it is a violation of the law to possess or distribute them. In developing this policy, the City of Warren recognizes the need for its employees to comply fully with the law at all times in their conduct of City business. It is also recognized that alcohol and drug abuse ranks as one of the major health problems in the world. The City of Warren is especially concerned with those situations where the use of drugs or alcohol interferes with the health and safety of its employees/students, its residents and the public, adversely affects job performance, or is considered to be detrimental to the City of Warren operations.

POLICY STATEMENT - PRE-EMPLOYMENT SCREENING

The City of Warren will maintain pre-employment screening practices designed to prevent hiring individuals who use illegal drugs* or individuals whose use of legal drugs* indicates a potential for impaired or unsafe job performance.

- * **"Illegal drugs"** means: any drug
 - a. Which is not legally obtainable; or
 - b. Which is legally obtainable but has not been legally acquired

The term includes prescription drugs not being used for prescribed purposes. It also includes marijuana.

- * **"Legal drugs"** include:
 - a. Unauthorized prescription drugs and over-the-counter medications which may prevent employees from performing their normal job duties at a safe and acceptable level of performance.
 - b. Unauthorized alcoholic beverages
 - c. Legally acquired medications used exceeding therapeutic/prescribed levels in such a way that could prevent normal job duties at a safe and acceptable level of job performance

CITY OF WARREN DRUG TESTING CONSENT FORM FOR EMPLOYMENT

I, _____, understand that the City of Warren requires drug testing as a part of its selection and hiring process and is required consent of all applicants selected for employment (including internship, training, etc.), whether on a temporary, permanent, part-time, full-time, civil service, non-civil service, or any other basis. I also understand that such drug testing will consist of the collection of urine or any other medically recognized test designed to detect traceable amounts of drugs in the body. I further understand that if such testing indicates the presence of illegal drugs in my body in detectable amounts, I will be disqualified from further hiring/training consideration. I understand that refusal to consent to and participate in such drug testing will automatically disqualify me from further hiring consideration. I hereby give my consent to the City of Warren to administer any drug testing procedures to me, and to use the results of such testing in further determining my employability with the City of Warren in any capacity.

I further understand that as an employee of the City of Warren, I will be subject to random, reasonable cause and/or post-accident *drug and/or alcohol testing* at any time during my employment or enrollment. Refusal to consent to and participate in such drug and/or alcohol testing will automatically subject me to termination of employment or immediate dismissal from the City of Warren.

I understand that this is not a contract for employment and that even if employed, I will remain terminable and free to resign at any time I wish. I consent to all of the above.

X _____
Signature of Applicant/Employee

Date

Printed Name of Applicant/Employee

X _____
Signature of Legal Parent or Legal Guardian if applicant/Employee is a minor

Date

Printed name of Legal Parent or Legal Guardian