

## **Drug Testing Policy (Pre-Employment)**

### **Purpose**

All candidates who have applied for employment and are scheduled for an interview will be required to undergo testing for commonly abused controlled substances in accordance with this policy.

### **Substances Covered by Drug and Alcohol Testing**

Candidates may be tested for use of the following: (not all inclusive)

- cocaine
- opiates
- amphetamines (amphetamine and methamphetamine)
- phencyclidine (PCP)
- barbiturates
- benzodiazepines
- marijuana
- methadone
- propoxyphene
- chemical derivatives of these substances

Candidates must advise the nursing staff of all prescription drugs taken in the past month and be prepared to show proof of such prescriptions to our nursing personnel.

### **Testing Methods and Procedure**

Upon receipt of an application for employment and scheduled interview, candidates will be required to be drug tested on the day of the scheduled interview at the Allendale Treatment facility. All testing will be conducted by licensed nursing staff, which will follow testing standards in accordance with state law. Testing will be conducted on a urine sample provided by the candidate to Allendale Treatment under procedures established by the facility to ensure privacy of the employee, while protecting against tampering/alteration of the test results.

Allendale Treatment will pay for the initial cost of the testing. The candidate may request a retest at his or her own expense if he or she disagrees with the initial test result.

### **Refusal to Undergo Testing**

Candidates who refuse to submit to a drug test or who fail to show up for an interview and drug test will no longer be considered for employment, and any offer of employment will be rescinded.

### **Positive Test**

If a candidate tests positive on an initial screening test, the test will be confirmed by qualified nursing staff. On receipt of the second positive confirmation test, the employment offer will be formally withdrawn, and the candidate will be provided with a copy of the test results and the reason why he or she is no longer being considered for employment.

### **Right to Explain Test Results**

All candidates have the right to meet with the nursing personnel and with Allendale Treatment to explain their test results. These discussions will be considered confidential except that information disclosed in such tests will be communicated to personnel within Allendale Treatment or within the lab who need to know such information to make proper decisions regarding the test results or employment of the individual.

### **Retesting**

Candidates may request a retest of the original urine sample upon a positive result. This retest is at the expense of the candidate, unless the original test result is called into question by the retest.

### **Re-Application and Rehire**

Individuals who are rehabilitated drug users or engaged in a supervised drug rehabilitation program and are no longer using drugs may be protected under the Americans with Disabilities Act. Therefore, Allendale Treatment will consider the applications of candidates who formerly tested positive for drugs if candidates can show evidence of rehabilitation and compliance with this policy.

### **Right to Review Records**

Allendale Treatment will provide a copy of test results upon written request to candidates who test positive. Should thirty (30) days or more pass from the time of interview to the time of hire a new test may be required prior to beginning employment.

### **Confidentiality**

All records concerning test results will be kept in medical files that are maintained separately from Allendale Treatment personnel files. Should the candidate not be selected for employment the test results will be destroyed in accordance with our document retention policy.