


<p>Name of Policy: <u>Pre-employment drug testing.</u></p> <p>Policy Number: 3364-25-17</p> <p>Approving Officer: President</p> <p>Responsible Agent: Vice President for Human Resources and Campus Safety</p> <p>Scope: Health Science Campus-all employees</p>	 <p>Effective date: July 23, 2008</p>
<p><input type="checkbox"/> New policy proposal</p> <p><input type="checkbox"/> Major revision of existing policy</p>	<p><input checked="" type="checkbox"/> Minor/technical revision of existing policy</p> <p><input type="checkbox"/> Reaffirmation of existing policy</p>

(A) Policy statement

It is the University of Toledo Health Science Campus objective to provide the highest quality health education, research, and services, with a responsibility to do so in a safe environment. Employees under the influence of drugs and/or alcohol while on the job create serious safety and health risks to themselves, patients, guests, co-workers, and the health science campus. UTMC prohibits the unlawful manufacture, distribution, dispensation, possession, or use of any controlled substances including the unsanctioned use of alcohol, on UTMC property, or as any part of its activities. The term “controlled substance” means a controlled substance in schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812). This includes all illegal drugs and legal drugs used without a physician’s order. It does not prohibit taking prescribed medications under the direction of a physician.

(B) Purpose of policy

UTMC is committed to maintaining a workplace that is free from the detrimental effects of drug and/or alcohol abuse. To prevent hiring or otherwise placing individuals whose use of controlled substances indicates a potential for impaired or unsafe job performance, the health science campus conducts pre-employment drug testing. All individuals, including rehires, seeking any position, upon an offer of employment, will be required to submit to a drug screen through the controlled collection of a urine sample. All applicants will be informed, either by completing an application in human resources or through oral communication, that any employment offer is conditional upon successful completion of a drug test.

(C) Procedures

- (1) Human resource representatives will, prior to or concurrently with conditionally offering an individual employment, schedule an appointment in university health services (UHS) for urine sample collection. UHS will provide all participants a statement of the University of Toledo Medical Center policy for unwitnessed urine collection and ask each individual to sign consent for testing form. Any applicant who chooses not to allow the drug screen will be informed he/she is no

longer a candidate for employment.

- (2) UHS's medical review officer will review the results of all drug tests. UHS will notify human resources of all drug test results. Individuals with negative results will continue the normal hiring procedures. The medical review officer will privately interview individuals testing positive to ensure the positive result is not due to a medical condition or physician prescribed medication. If no legitimate medical explanation can be provided, the medical review officer will inform the applicant that human resources will be advised of the positive test results. A human resource representative will subsequently contact applicants who test positive to withdraw the offer of employment. Human resources will also notify hiring department managers of applicants who test positive and are not eligible for employment. A separate notification process will be followed for faculty and resident hires.
- (3) No applicants will be permitted to actually begin work until the results of the drug test are determined and proper notification is provided. It is, therefore, necessary for applicants who would be moving to the area to have a drug test in advance of his/her move. In these situations, UHS will schedule an appointment for urine sample collection for drug testing in that area and all results will be reviewed through UHS.

<p>Approved by:</p> <p><u>/s/ laj</u> Lloyd A. Jacobs, M.D. President</p> <p><u>August 12, 2008</u> Date</p> <p><i>Review/Revision Completed by:</i> <i>Human Resources</i></p>	<p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none"> • <i>05-059 Pre-Employment Drug Testing (former Health Science Campus policy, review date 07/01/03)</i> <p>Initial effective date: July 28, 2008 Review/Revision Date: Next review date: July 28, 2011</p>
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