Name of Policy: **Pre-employment drug testing.**

Policy Number: 3364-25-17

Approving Officer: President

Responsible Agent: Associate Vice President and Chief HR Officer

Scope: Final candidates hired or rehired for faculty, staff, contingent, temporary, resident, and select graduate and undergraduate student positions as part of the hiring process on the Health Science Campus.

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(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
contingent, temporary, resident, and select graduate and undergraduate student positions, upon an offer of employment, will be required to submit to a drug screen through the controlled collection of a urine sample within 7 business days of offer. 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 positive 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 review 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.
*Graduate Assistant and Student Workers positions that will be working in any patient care areas or enter patient care areas in the course of performing the duties of their job.

Approved by:

Sharon L. Gaber, Ph.D.
President

April 19, 2017
Date

Review/Revision Completed by:
Senior Leadership Team
Associate Vice President, Human Resources and Talent Development

Policies Superseded by This Policy:
• Previous 3364-25-17, effective date February 21, 2017

Original effective date: July 28, 2008
Review/Revision Date: September 13, 2013; May 28, 2014; February 21, 2017
Next review date: April 19, 2020