



Policy No.	40001
Effective Date	March 2006
Revision Date	
Revision No.	
Approved: John J. "Ski" Sygielski and President's Cabinet	
Date: March 2006	

Pre-Employment Drug Screening Policy

1.0 Purpose

Substance abuse constitutes a serious threat to Lord Fairfax Community College (LFCC) and its workforce. LFCC strives to provide a safe work environment. A workplace that promotes employee health and well-being and is free from the effects of drugs is essential to the achievement of this goal.

This program shall be carried out in accordance with all state rules and regulations of Policy 1.05 published by the Department of Human Resource Management.

2.0 Revision History

Original Policy: March 2006

3.0 Applicability

This policy applies to all prospective full-time employees, adjuncts, nursing wage and all other wage (part-time) employees once a conditional offer of employment has been extended and accepted. All prospective rehires (full-time, adjuncts, nursing wage and all other wage {part-time} employees) will be subject to a new drug screening if they have been off of LFCC's payroll for three or more consecutive years.

4.0 Policy

- A. All prospective employees and rehires (reference Section 3.0) are required to submit to a drug test once a conditional offer of employment has been extended and accepted. An offer of employment by LFCC is conditioned on the prospective employee testing negative for illegal substances.
- B. The human resource department of LFCC shall be responsible for ensuring that all applicants for positions listed in Section 3.0 provide a sample for drug testing before they report for duty.
- C. The prospective employee must thoroughly read the LFCC Pre-Employment Drug

Screening policy and then must sign a drug test authorization form. The authorization form will allow LFCC and the contract background screening firm to obtain a drug test and the drug results through an approved collection site for each applicant.

- D. The prospective employee will report to an approved collection site to have the drug test conducted.
- E. The approved sites to do LFCC urine drug collections will follow federal and state laws/guidelines for any collection they conduct. These procedures shall ensure that the sample identified to an applicant actually contains materials from that particular applicant, that the samples are protected from tampering, and that the analysis of the samples is done in accordance with reasonable and accepted collection standards.
- F. The following is a list of substances that LFCC tests for on a Pre-Employment drug test: Methadone (MTD), Barbiturates (BAR), Benzodiazepine (BZO), Marijuana (THC), Amphetamine (AMP), Phencyclidine (PCP), Propoxyphene (PPX), Methamphetamine (METH), Opiates (OPI), Cocaine (COC).
- G. LFCC will incur only the expenses of the original specimen testing.
- H. A dilute negative specimen result shall result in a violation of this policy and the individual will be denied employment.
- I. If the potential employee had a positive test, refused to test, or a confirmed invalid test, they will be denied employment. The prospective employee will be notified by letter from the LFCC human resource manager.
- J. The applicant may wish to contest the confirmed positive results of his or her drug screen. This request will not hold up the original specimen result reporting.
- K. An employee whose drug test is reported positive will be offered the opportunity to obtain an independent test at the applicant's expense of the remaining portion of the urine specimen that yielded the positive result and be reviewed by a medical review officer (MRO).

5.0 Definitions

Adulterated Specimens: A specimen that contains a substance that is not expected to be present in human urine; or contains a substance expected to be present but is at a concentration so high that is not consistent with human urine.

Confirmation (or confirmatory) drug test: A second analytical procedure performed on a urine specimen to identify and quantify the presence of a specific drug or drug metabolite.

Contract Background Screening Firm: A contracted vendor that provides comprehensive nationwide drug screening and who strictly adheres to the provisions of the Fair Credit Reporting Act.

Creatinine: Is an indicator of metabolic function. It is waste product of muscle tissue produced at a constant rate by the kidneys and excreted in the urine.

Diluted Negative Specimen: A negative urine test result with creatinine and/or specific gravity values lower than expected for human urine.

Drug Test Screening: A positive test result shall be considered a violation of this policy. In addition, a failure to cooperate with the testing request, including immediately reporting for testing, supplying enough sample for testing, or refusing to allow test results to be released to an LFCC representative will be considered violations of this policy.

Illegal Drugs/Substances: Defined as the use of unlawful drugs and the unlawful use of prescription drugs.

Initial Drug Test: The test used to differentiate a negative specimen from one that requires further testing for drugs or drug metabolites.

Invalid Drug Test: The result of a drug test for a urine specimen that contains an unidentified adulterant or an unidentified interfering substance, has abnormal physical characteristics, or has an endogenous substance at an abnormal concentration that prevents the laboratory from completing or obtaining a valid drug test result.

6.0 Responsibilities

Divisions are responsible for providing prospective adjunct and/or wage employees with a copy of the policy and following the guidelines for obtaining required documentation from prospective employees.

The Human Resource Office is responsible for providing prospective full-time employees with a copy of the policy and following the guidelines for obtaining required documentation from prospective employees. The Human Resource Office is also responsible for working directly with the background screening vendor to ensure that all background checks are held in compliance with all federal and state statutes.

7.0 Procedures

A copy of the drug screening policy and memo to prospective employees will be provided to all prospective employees.

The Division and Human Resource Offices will follow the established drug and background screening guidelines located on the LFCC intranet.

8.0 Sanctions

All information relating to drug testing or the identification of persons as users of drugs will be protected by the contract background screening firm and LFCC as confidential. The contract background screening firm will retain all records pertaining to a prospective employee's drug screening results for a period of three years. Failure to adhere to this policy could result in disciplinary action.

9.0 Interpretation

The authority for interpretation of this policy rests with the human resource manager.

10.0 Authority/Reference

This policy was developed by the human resource manager and the content was reviewed/approved by the Department of Human Resource Management and legal counsel from the Commonwealth Attorney General's office.

**LORD FAIRFAX COMMUNITY COLLEGE
PRE-EMPLOYMENT DRUG SCREENING**

1. The undersigned job applicant acknowledges that he/she has been informed that Lord Fairfax Community College requires that all applicants who are offered and has accepted a position at Lord Fairfax Community College must submit to a drug screening test. The drug screening test will be conducted by a laboratory selected by the contract background screening firm and paid for by Lord Fairfax Community College.
2. The undersigned also acknowledges that:
 - a. a copy of LFCC's Pre-Employment Drug Screening Policy has been made available for his/her review.
 - b. he/she will be subject to the terms of said Policy and agrees to be subject to such terms.
3. The undersigned further acknowledges:
 - a. that test results which are positive for the presence of drugs will result in denial of employment.
 - b. that if a determination is made that a sample has been purposefully adulterated by the applicant or at the applicant's discretion, the applicant will be denied employment.
 - c. that a refusal to consent to testing or a confirmed invalid test will also result in denial of employment.
4. The undersigned further acknowledges that he/she will be requested to sign a release at the time of said examination consenting to:
 - a. collection of sample.
 - b. release of test results by the contract background screening firm to Lord Fairfax Community College.

Applicant's Signature

Date