

#### **D.2.3.4 (Procedure) Pre-Employment Screening for Controlled Substances**

Responsible Department: Human Resources

Based on Board Policy: [D.2.3](#) - Qualifications

Approved: 8-13-13

Last Amended: 11-19-13

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#### **Definitions**

**Controlled Substances:** A subset of the substances listed in Schedules I-V or Penalty Groups 1 through 4 of the Texas Controlled Substances Act (or subsequent amendments or revisions thereof) for which drug testing will be performed as determined by Alamo Colleges. “Controlled Substances” for which testing will be performed, and reportable levels, will be determined by Alamo Colleges by designation to Alamo Colleges’ certified drug testing laboratory. Drugs that are prescribed by a licensed physician are excluded from this definition provided that (i) the prescription, (ii) the original container that identifies the person to be tested as the patient, drug, dosage, prescription date and prescribing physician, or (iii) licensed pharmacy records documenting the existence of a prescription are presented.

**Finalist:** An applicant for employment with Alamo Colleges (other than students offered student employment or work study employment) whose application has been accepted by Alamo Colleges contingent on meeting the requirements of this Procedure.

**Positive Test Result:** Having a Reportable Level of a Controlled Substance in the body as determined by a Urinalysis Test.

**Reportable Level:** A reportable level of any Controlled Substance as each is identified in Attachment I.

**Urinalysis Test:** Screening for Controlled Substances in a urine specimen performed by a certified laboratory.

#### **Pre-Employment Drug Screening and Consent Requirement**

Offers of employment with Alamo Colleges are expressly conditional upon post-acceptance consent to pre-employment drug screening. Finalists must consent to, perform when requested and have no positive result from the controlled substance testing specified in this Procedure or their offers of employment with Alamo Colleges will lapse and be deemed revoked for cause.

#### **Testing Notification and Consent**

- A. All applicants for employment will be notified of the Alamo Colleges policy regarding pre-employment testing for controlled substances.
- B. All Finalists will be required to consent to pre-employment controlled substance testing as condition of employment commencement. The Human Resources Department will designate a qualified clinic to collect all samples for testing, a qualified laboratory to conduct testing, and a qualified Medical Review Officer to provide professional determinations in the evaluation of test results.
- C. The Human Resources Department will establish a timeframe during which testing must be completed and the levels of controlled substances reportable for pre-employment screening. The Human Resources Department will obtain a written consent before referring any Finalist for testing. After a written and signed consent has been obtained, the Finalist will be directed to

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report for testing within a specified timeframe. Any Finalist who fails to report for testing within the specified timeframe, to provide written consent to testing, or to submit to testing for controlled substances at the time of pre-employment controlled substance screening will be disqualified from all employment with the College District for twelve (12) months.

- D. No Finalist will be allowed to commence work until the pre-employment controlled substance test results are completed. The Staffing Director of the Human Resources Department will be notified either that the Finalist has completed testing and may begin work or that the Finalist has been disqualified.
- E. Refusal to provide written consent to pre-employment testing for controlled substances, to present evidence of a prescription for a Controlled Substance for which a positive test result has been obtained, or to submit to testing for controlled substances at the time of the pre-employment screening will disqualify the Finalist from employment previously offered and from all employment with the College District for twelve (12) months.
- F. Testing may only be performed by the clinic designated by the Human Resources Department and only with the written consent of the Finalist being tested.

#### **Testing Procedure**

- A. Any Finalist taking a medication prescribed by a licensed physician are required to declare any medications taken and/or prescribed for consideration in the evaluation of test results.
- B. After a Finalist provides the Human Resources Department with a signed consent to undergo testing for controlled substances, it will be retained by the Human Resources Department. A urine sample will be taken at the designated clinic under appropriate collection procedures. The specimen will be maintained under chain of custody procedure by the designated clinic and laboratory performing actual sample analysis. All specimens testing positive for the presence of controlled substances will be promptly re-tested by means of gas chromatography/mass spectrograph. Thereafter, the Medical Review Officer will evaluate any positive results to affirm the findings, to include review of evidence that drugs for which positive test results were obtained were prescribed to the Finalist by a physician.
- C. The final results of testing will be delivered to the Staffing Director of the Human Resources Department as positive or negative for controlled substances.
- D. Testing laboratory results will be maintained by the clinic for the period required by applicable regulations and procedures as a testing record. Alamo Colleges will not maintain the testing record.
- E. If a Finalist tests positive, the Staffing Director of the Human Resources Department will notify the Finalist that he/she will not be further considered for employment or assignment with the College District in any capacity for twelve (12) months. This period may be shortened by the

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Chancellor, but only upon a discretionary finding of compelling good cause. Individuals disputing or seeking information regarding positive test results will be referred to the testing laboratory or Medical Review Officer. The Staffing Director will notify the hiring department that the clearance process has not been successful and that the contingent offer to the Finalist has been retracted.

#### **Confidentiality**

The results of all controlled substance tests are confidential, subject to legal process, and may not be provided to anyone outside of the Alamo Colleges other than the personnel of the designated clinic and testing laboratory, and the Medical Review Officer, involved in the testing process. Access to information by Alamo Colleges employees will be on a strict, business-related, need-to-know basis, and must be approved by the Associate Vice Chancellor for Human Resources and Organizational Development. Failure to maintain confidential information regarding test results may result in disciplinary action, up to and including the termination, of any individual who fails to comply with this requirement.

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#### ATTACHMENT I

Table of Controlled Substance Testing Panels, Reportable and Confirmatory Levels

<b>Substances to be Tested</b>	<b>Reportable Level in the Body</b>	<b>GC/MS Confirmation Test Level</b>
Phencyclidine (PCP)	25 ng/ml	25 ng/ml
Cannabinoids (marijuana and hashish)	50 ng/ml	15 ng/ml
Amphetamines (methamphetamine & amphetamine)	1000 ng/ml	500 ng/ml
Barbiturates (phenobarbital, secobarbital, amobarbital, etc.)	300 ng/ml	200 ng/ml
Benzodiazepines (librium, valium, and oxazepam)	300 ng/ml	200 ng/ml
Cocaine (as benzoylecgonine)	300 ng/ml	150 ng/ml
Methadone	300 ng/ml	200 ng/ml
Methaqualone	300 ng/ml	200 ng/ml
Opiates (heroin, Morphine, codeine, etc.)	300 ng/ml	300 ng/ml
Propoxyphene (Darvon)	300 ng/ml	200 ng/ml