



Policy: 3B-03

Authority: 1001.64, F.S.

Law: 1001.64, F.S.

Responsible Party: Vice President, Human Resources and Diversity

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Volume 3B - Human Resources, Recruitment and Selection

Pre-Employment Drug Testing

Policy Statement:

- A. The District Board of Trustees of Valencia College desires to provide a safe and drug-free work environment for its employees and students, encourage personal health among its employees and students, and reduce the incidence and cost of workplace accidents and injuries. The District Board of Trustees considers the abuse of drugs in or out of the workplace to be an unsafe and counter-productive practice not in keeping with the mission, goals and objectives of Valencia College.
- B. Further, the College is committed to maintaining a drug-free workplace in order to attain, support, and preserve high standards of excellence throughout the college community and to safeguard the use of public funds invested in the hiring and training of full-time personnel. A drug-free workplace is essential to achieve and maintain the confidence and trust of students and the community in the College as a public educational institution.
- C. Therefore, the College will maintain a screening practice to identify job applicant finalists for full-time positions who use illegal drugs either on or off the job. Employment by the College may be denied to any job applicant finalist for a full-time position with the College who has been offered employment conditioned upon successfully passing a drug test if such person: (1) refuses to submit to a drug test performed by a qualified laboratory chosen by the College; or, (2) tests positive for the presence of an illegal drug by a confirmed test using such scientifically accepted methods of testing procedures as approved by the State of Florida, Department of Health and Rehabilitative Services.
- D. The College shall provide written notice within five (5) working days after receipt of a positive confirmed test result, the consequences of such result, and the options available to the applicant.
- E. An applicant whose confirmed test result is positive may explain or contest the test result in the following manner:
 1. Within five (5) working days of receiving the College's written notice of a positive test result, the applicant may provide the director of personnel services and employee relations with a written explanation of or challenge to the test results;
 2. The explanation or challenge shall be reviewed by a medical review officer selected by the College;
 3. The College shall within fifteen (15) days of receiving such explanation or challenge, send the applicant a copy of the laboratory report, the report of the medical review officer, and notify the applicant of its determination of whether the explanation is satisfactory and what, if any, action shall be taken.
- F. The College will exercise its best efforts to maintain confidentiality as authorized by law. The College will not discriminate against applicants for employment because of past abuse of drugs. It is the current abuse of drugs that the College will not tolerate. An applicant denied employment because of this policy may initiate another inquiry for employment with the College after twelve (12) months from the denial date.
- G. The president may adopt and amend procedures for the implementation of this policy from time to time.

Related Items

There are no related items for this Policy