

PRE-EMPLOYMENT DRUG SCREENING, BACKGROUND CHECKS, AND VERIFICATION OF PRIOR EMPLOYMENT

1. POLICY

- a. All applicants selected for regular and temporary staff employment must undergo and successfully complete a drug-screen as a condition for employment. Successful completion means the applicant tested negative for illegal drugs or substance abuse. Such applicants are also subject to verification of prior employment and a comprehensive background check that may include education verification, criminal, driving, and credit history depending on the duties of the position offered to the applicant.
- b. Employees selected for promotion or transfer may be subject to additional background checks depending on the duties of the new position.
- c. Temporary employees whose duration of employment is expected to be longer than 30 days will also be required to successfully complete a drug-screen and background check as a condition for employment.
- d. Rehires who have been separated from the University for longer than six months must be rescreened.
- e. Volunteers or temporary employees who work with minors must successfully complete a background and drug screen.

2. PROCEDURES

- a. All candidates must complete drug screening within five days of notification. Exceptions to the completion of drug screening within five days of notification will be made at the discretion of Human Resources. The selected applicant will be provided a release of liability form and directions to the nearest authorized testing facility. Under no circumstances will a candidate be allowed to begin work prior to successfully completing the mandatory drug screening.
- b. Drug screening results are returned by the testing facility to the Human Resources Department, usually within 24 to 48 hours. Human Resources will inform the hiring department if the selected applicant is approved for employment.
- c. Positive test results will be evaluated by a Medical Review Officer. If, based upon this evaluation, the applicant is deemed to be ineligible for employment, Human Resources will notify the department. An applicant who fails the drug test may reapply for employment after a period of six months.
- d. Selected applicants will be asked to provide personal identifying information to be used by a consumer reporting agency who will conduct the background checks. Information requested from the applicant will include the address of the applicant.

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- e. When Human Resources receives a notice of address discrepancy from a consumer reporting agency, Human Resources will attempt to verify the address provided by the applicant for the background check through other means such as confirming the information with the applicant, utilizing other materials which may contain an address provided by the applicant or obtaining verification from third-party sources. A notice of address discrepancy may be sent by a consumer reporting agency when the agency is not able to find the applicant's address in its records or if it appears that there is a "substantial difference" between the applicant's address provided and what the agency has on file.
- f. Once clarification has been obtained on the identity of the applicant and the address of the applicant, Human Resources may resubmit the request for the background check to the consumer reporting agency. Under no circumstances will selected applicants be allowed to begin work prior to the background check and drug screen being successfully completed.

Approved by the President, June 17, 2002

Reviewed and approved by the AVP of Human Resources, August 2010

Drafted by the Director of Human Resources, June 14, 2002

Approved by the President, June 17, 2002

Submitted by the Associate Vice President of Human Resources and approved by:

_____ on April 30, 2009.
Nathan O. Hatch, President