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**Owner:** *Kimberly Griffin: Dir Of Human Resources*  
**Policy Area:** *Human Resources and Employment*  
**References:**

## Drug Testing – Pre-Employment

### Scope:

All eligible University of Texas Health Science Center at Tyler (the "University") employees.

### Purpose:

To define the process by which pre-employment drug testing occurs.

### POLICY:

It is the policy of the the University to provide a safe work place for all employees, and to protect the public's safety and ensure their trust in the University. Therefore, the University may require applicants for any University job to have a negative urine drug screen to be employed. Normally, drug screens will be obtained and reported prior to a conditional offer of employment. Drugs to be tested for will be marijuana, cocaine, amphetamines and opiates. Drug screen results will not be accepted from non-UTHSCT approved collection sites. The consequences of a positive test for pre-employment include ineligibility for hire for twelve (12) months.

If the applicant has credentials through a professional licensing board, the licensing entity as required by the state and by the University's ethical responsibility, will be notified of the applicant's positive test as verified by the the University's Medical Review Officer in regards to illegal or unauthorized substances.

Occupational Health Clinic will be responsible for maintaining the results of the drug tests according to records management retention guidelines.

### Attachments

No Attachments

### Approval Signatures

Step Description	Approver	Date
	Kirk Calhoun: President/Prof of Medicine	08/2019

<b>Step Description</b>	<b>Approver</b>	<b>Date</b>
Executive Cabinet	Michelle Harris: Executive Assistant Senior	08/2019
Office of Legal Affairs	Carl Baranowski: VP Legal & General Counsel	06/2019
Faculty Senate	Vijaya Lella: Prof Of Biochemistry	05/2019
	Cynthia Scott-Lunau: VP Human Resources/CHRO	02/2019

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