

## **Pre-Employment Drug Testing Policy**

### **Purpose**

Employees of Campus USA Credit Union are prohibited from the use of nicotine and the use of controlled substances without a prescription. All employee candidates who have received an offer of employment from Campus USA Credit Union will be required to undergo testing for commonly abused controlled substances in accordance with this policy within 24 hours of employment offer. All offers of employment will be conditional upon the candidate's satisfactory drug and nicotine testing results.

### **Substances Covered by Drug Testing**

Candidates will be tested for their use of commonly abused controlled substances, including amphetamines, opiates, cocaine, marijuana, methamphetamines, phencyclidine (PCP) and chemical derivatives of these substances. In addition to these substances, candidates will be tested for nicotine use.

Candidates must advise the testing lab of all prescription drugs taken in the past month before the test and be prepared to show proof of such prescriptions to testing lab personnel.

### **Testing Methods and Procedure**

All testing will be conducted by a licensed independent medical laboratory, which will follow established testing standards. Testing will be conducted on a urine sample provided by the candidate to the testing laboratory under procedures established by the laboratory to ensure privacy of the employee, while protecting against tampering/alteration of the test results.

Campus USA Credit Union will pay for the cost of the testing, including the confirmation of any positive test result by gas chromatography. The testing lab will retain samples in accordance with state law, so that a candidate may request a retest of the sample at his or her own expense if he or she disagrees with the test result.

### **Refusal to Undergo Testing**

Candidates who refuse to submit to a drug test or who fail to show up for a drug test will no longer be considered for employment.

### **Positive Test**

If a candidate tests positive on an initial screening test, the test will be confirmed using gas chromatography. On receipt of the second positive confirmation test, the employment offer will be formally withdrawn, and the candidate will be provided with a copy of the test results and the reason why he or she is no longer being considered for employment.

### **Right to Explain Test Results**

All candidates have the right to meet with the testing laboratory personnel, and with Campus USA Credit Union to explain their test results. These discussions will be considered confidential except that information disclosed in such tests will be communicated to personnel within Campus USA Credit Union or within the lab who need to know such information to make proper decisions regarding the test results or employment of the individual.

**Right to Review Records**

Campus USA Credit Union will provide a copy of test results only to candidates who test positive.

**Compliance**

This policy is intended to comply with all applicable state and federal laws governing drug testing and is designed to safeguard privacy rights to the fullest extent of the law.

**Confidentiality Requirements**

All records concerning test results will be kept in medical files that are maintained separately from Campus USA Credit Union personnel files.

Testing laboratories may conduct testing only for substances included on the disclosure list provided to the individual, and may not conduct general testing related to the medical conditions of the individual that are unrelated to drug usage.

Test results may be used in arbitration, administrative hearings, or any court proceedings arising as a result of the drug testing.

**Re-Application and Rehire**

Campus USA Credit Union will consider the re-applications of candidates who formerly tested positive in the past no sooner than 180 days after a positive drug test result.