

# University of Illinois at Springfield Pre-Employment Drug Screening Policy

## Purpose

The University of Illinois at Springfield is committed to providing faculty, staff and students with a safe, healthy, and drug-free workplace. The University recognizes that select positions require the performance of potentially hazardous activities. Applicants for these positions are required to undergo a drug screening prior to employment.

## Applicability

This policy is applicable to candidates considered for UIS academic professional and civil service staff positions that require the performance of potentially hazardous activities. Positions designated by the University are listed on the attached Appendix A for civil service and Appendix B for academic professionals, which may be revised from time to time by the Office of Human Resources following formal consultation with the appropriate constituent group(s)<sup>1</sup> and approval by the Chancellor.

## Policy

The University will require a drug screen for positions identified as requiring the performance of hazardous duties. Drug screening includes testing for cannabis, alcohol and all substances covered by the Illinois Controlled Substance Act. The University will designate an accredited hospital/institution that will conduct the drug screen. Costs for the drug screen will be borne by the employing unit.

No person shall be hired into such a position at UIS until the results of the pre-employment drug screen are received, with the exception of unusual circumstances. Given such circumstances and subject to approval by the appropriate vice chancellor or designee, an applicant may be conditionally hired into a position pending the results of the pre-employment drug screen. If the check indicates the presence of illegal drugs, the candidate (or conditionally hired employee) will be denied employment unless an appeal results in a different finding or the responsible vice chancellor makes a contrary decision as provided below.

The program will be administered by the Office of Human Resources. Information the University receives regarding drug screening will be collected and maintained on separate forms and in separate confidential files apart from regular personnel files. All such records will be kept confidential, maintained for a minimum of two years and released only in accordance with provisions of applicable laws.

## **Appeal Process**

Candidates who question the accuracy of a non-negative (positive) result on the screening test for illegal drugs may request that the procedure be repeated. The original specimen will be utilized for retesting by the same lab facility. Written notification of a non-negative test result will be sent to the candidate by overnight mail. Requests for retesting must be submitted in writing to the Assistant Vice President for Human Resources (AVPHR) within two (2) working days of receipt of written notification. If a candidate requests a repeat of the test, the cost will be the responsibility of the candidate.

The vice chancellor responsible for the employing unit may agree to seek a review by the AVPHR to determine if employment in the position is appropriate and consistent with UIS policy. The AVPHR will review the results and give consideration to the circumstances and requirements of the position, and will then make a recommendation to the vice chancellor responsible for the employing unit. The vice chancellor will review the AVPHR recommendations and render a decision. The decision of the vice chancellor responsible for the employing unit is final.

<sup>1</sup>Constituent groups: Faculty (Campus Senate), Staff (SAC), or Academic Professionals (APAC)