



**Diocese of Gary**  
**Pre-Employment Drug Testing Policy**  
**Effective June 1, 2009**

**Purpose:**

The Office of Catholic Schools has a vital interest in the safety and well-being of our employees and the public that we serve. It is well recognized that substance abuse could be a major problem for the school as it not only jeopardizes the user, but all employees and the public who may even remotely come into contact with the substance user.

**Application:**

It is the Office of Catholic School's intent to continue to promote a safe and secure work environment, free of the illicit use of drugs and alcohol and therefore a policy of zero tolerance is observed:

- All staff (agency temporaries, probationary period, occasional, regular full-time and regular part-time employees) is prohibited from using, being under the influence of, or possessing illegal drugs and/or alcohol while on duty.
- All staff is prohibited from using or being under the influence of legal drugs that are being used illegally.
- All staff is prohibited from using or being under the influence of alcohol, legal drugs or legal substances whose use can adversely affect the ability to work safely and think clearly unless specifically prescribed by a licensed physician in which case staff the licensed physician must release member to full duty.
- All staff is prohibited from buying, selling, soliciting to buy or sell, transporting, or possessing illegal drugs or alcohol while on company time or property.

Employees covered under Diocesan benefits may obtain confidential assistance by calling the Employee Assistance Program provided through Perspectives, Inc. at (800) 456-6327. Employees also may contact the Pastoral Center's Human Resources Office at (219) 769-9292 extension 224. Employee will not be penalized or discriminated against for seeking help. Employees are responsible for seeking assistance before an alcohol or drug problem affects work performance or results in a violation of this policy –the time to seek help is before a problem becomes apparent, not after.

Violation of any of the substance abuse policies stated above may lead to immediate termination of employment.

**Procedure:**

All newly hired teachers will be responsible for a negative Pre-employment drug test prior to beginning a teaching position within the Diocese of Gary Catholic Schools.

*Pre-Employment:* Pre-employment testing is conducted to prevent hiring individuals who illegally use drugs. A pre-employment drug screen takes place after a conditional offer of employment has been made. Applicants agree to be tested as a condition of employment and are not hired if they fail to produce a negative test. Once an offer of employment has been made, the applicant will receive a Medical Treatment Authorization form from the diocesan Schools Office that should accompany the employee to the clinic.

All tests will be performed at the St. Anthony Medical Center or its' affiliates. The Diocese of Gary / Office of Catholic Schools will pay for the test. Failure to show up for scheduled testing time will result in retraction of conditional offer.

The following procedures are required by the Diocese of Gary's guidelines to ensure accuracy and validity of the testing process:

Initial Screen: The first analysis done on a sample is called an initial screen. This one test alone is not always accurate or reliable; there is a possibility of a false positive. Thus, in the event that the initial screen is positive, a second confirmatory test should be done.

Confirmation Test: A second, confirmation test (by gas chromatography/mass spectrometry or GC/MS) is highly accurate and provides specificity to help rule out any false positives (mistakes) from the initial screen. For a test result to be reported as positive, the initial screen and confirmation test results must agree.

Split Sample: A split sample is created when an initial urine sample is split into two. One sample is used for the initial screen and, if positive, the second sample is used for the confirmation test. If there is a positive result, the individual being tested may request the confirmation test be done at a different laboratory.

In the event that the initial screen and confirmation test are both positive, MRO, a licensed medical doctor who has special training in the area of substance abuse, then reviews the results, makes sure the chain-of-custody procedures were followed, and contacts the individual to make sure there are no medical or other reasons for the result. It is only at this point that the MRO may report a positive test result to the employer. Certain medications can sometimes cause a positive result. If this is the case, and a doctor prescribed the medicine and the employee used it in the proper amount, the test is reported as negative.

The result of a drug test may be considered personal health information. Consequently, there may be restrictions on how and whether such information (as well as other information related to an employee's history of alcohol or drug use) can be shared with others. This is why employees who undergo a drug test generally must sign a consent form (usually at the time of the test) in order for their employer to receive the results.