

UIC POLICIES AND PROCEDURES

		NUMBER 307
MANUAL Human Resources	SECTION Employment Guidelines	PAGE 1 of 2
SUBJECT Pre-Employment Drug Testing		EFFECTIVE 09/01/2006
		REVISED 06/25/2007
ISSUED BY Vice Chancellor for Human Resources	APPROVED BY Chancellor	

PURPOSE

To ensure the safety of all employees, students, and visitors.

SOURCES AND BACKGROUND

Listing of current UIC positions requiring pre-employment drug screening
Sample letter of conditional offer to a position subject to pre-employment drug screening
Medical Center Procedures for Pre-Employment Drug Screening
UIC, University Health Service, Drug & Alcohol Screening Consent/Declination Form
Rule 1.07, Responsibility for Safety of Employees, Policy and Rules

APPLICABILITY

Applicants for safety sensitive positions in Medical Center or Vice Chancellor for Administrative Services units

POLICY

Pre-employment drug testing is required of applicants selected for hire in positions designated as “safety sensitive” by the Vice Chancellor for Administrative Services (VCAS) or the Chief Executive Officer (CEO) of the Medical Center. For these positions an offer of employment is conditioned upon drug-testing clearance. The testing and clearance must occur before employment begins. An applicant who fails pre-employment drug screening or who refuses the test will be ineligible for hire in any safety sensitive position at UIC for a period of twelve months but may be eligible to reapply thereafter.

This policy is limited to applicants for safety-sensitive positions. It does not address existing employees in safety sensitive positions, nor does it address other circumstances that may warrant drug testing.

Any testing practice or procedure must comply with legal protections under federal and state law, including but not limited to, HIPAA, FERPA, the University of Illinois Statutes and General Rules. This policy is not intended to conflict with Pre-Employment/Pre-Duty Testing under Rule 1.07 of Policy and Rules. The hiring unit is required to bear the costs of drug testing.

PROCEDURE

The Vice Chancellors and the CEO of the Medical Center should confer with the Vice Chancellor for Human Resources for the purpose of evaluating and approving positions within their units that should be considered to be safety sensitive, i.e. given the nature of the work performed in the position, the setting it is performed in, or the clients served, an employee functioning in the position under the influence of drugs would pose a threat to the safety of students, staff, visitors or the public. Similarly, newly created positions should be reviewed to determine if the position is considered to be safety sensitive before the position is filled so applicants can be informed of the required drug test. Hiring Units filling positions for which testing will be required are responsible for informing applicants of the requirement and for issuing contingent offer letters to prospective employees.

The Vice Chancellors and the CEO of the Medical Center should notify the Vice Chancellor for Human Resources of those positions he or she determines and recommends to be safety sensitive. The designation of safety sensitive positions should

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		NUMBER 307
MANUAL Human Resources	SECTION Employment Guidelines	PAGE 2 of 2
SUBJECT Pre-Employment Drug Testing	EFFECTIVE 09/01/2006	REVISED 06/25/2007
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stipulate whether the position is held by faculty, academic staff, support staff, undergraduate or graduate students, or residents.

Regarding positions already designated as safety sensitive in order to comply with federal law or licensure requirements, those positions will remain so designated unless the Vice Chancellor for Human Resources is notified otherwise.

In the event that pre-employment drug testing will be required of applicants recruited from the Chicago area, University Health Service should be utilized for collecting the signature of consent to perform the test, obtain the release to share necessary information with the employing unit and to collect the test specimen to be forwarded to an external vendor for analysis.

Where applicants for safety sensitive positions are recruited from a national or regional pool of candidates, the Hiring Unit should arrange with UHS to collect the test specimen while the candidate is visiting the Campus or must arrange for an authorized vendor who supplies a list of approved testing sites in the applicant's immediate area.

This policy is effective September 1, 2006 and is applicable to position vacancies designated as safety-sensitive which occur thereafter. This policy supersedes the policy previously identified as number 307, Drug Testing.