


<p>Name of Policy: Pre-employment drug testing.</p> <p>Policy Number: 3364-25-17</p> <p>Approving Officer: President</p> <p>Responsible Agent: Associate Vice President and Chief HR Officer</p> <p>Scope: Final candidates hired or rehired for faculty, staff, contingent, temporary, resident, and select graduate and undergraduate student positions as part of the hiring process on the Health Science Campus.</p>	 <p>Review date: May 8, 2018</p> <p>Original Effective date: July 1, 2003</p>
<p><input type="checkbox"/> New policy proposal</p> <p><input type="checkbox"/> Major revision of existing policy</p>	<p><input checked="" type="checkbox"/> Minor/technical revision of existing policy</p> <p><input type="checkbox"/> Reaffirmation of existing policy</p>

(A) Policy statement

It is the University of Toledo Health Science Campus objective to provide the highest quality health education, research, and services, with a responsibility to do so in a safe environment. Employees under the influence of drugs and/or alcohol while on the job create serious safety and health risks to themselves, patients, guests, co-workers, and the health science campus. UTMC prohibits the unlawful manufacture, distribution, dispensation, possession, or use of any controlled substances including the unsanctioned use of alcohol, on UTMC property, or as any part of its activities. The term “controlled substance” means a controlled substance in schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812). This includes all illegal drugs and legal drugs used without a physician’s order. It does not prohibit taking prescribed medications under the direction of a physician. Marijuana prescribed or recommended by a physician pursuant to state law remains an illegal drug listed on Schedule I of the Controlled Substances Act (CSA), and the use, possession, or distribution of medical marijuana is prohibited.

(B) Purpose of policy

UTMC is committed to maintaining a workplace that is free from the detrimental effects of drug and/or alcohol abuse. To prevent hiring or otherwise placing individuals whose use of controlled substances indicates a potential for impaired

or unsafe job performance, the health science campus conducts pre-employment drug testing. All individuals, including rehires, seeking any faculty, staff, contingent, temporary, resident, and select graduate* and undergraduate student* positions, upon an offer of employment, will be required to submit to a drug screen. All applicants will be informed, either by completing an application in human resources or through oral communication, that any employment offer is conditional upon successful completion of a drug test.

*Graduate assistant and student worker positions that will be working in any patient care areas or enter patient care areas in the course of performing the duties of their job.

(C) Procedures

- (1) Prior to or concurrently with conditionally offering an individual employment, human resource representatives will provide the applicant the telephone information to occupational health for purposes of scheduling an appointment for medical screening which will include a drug test. Occupational health will ask each individual to sign the donor consent form. Any applicant who chooses not to allow the drug screen will be informed he/she is no longer a candidate for employment.
- (2) The medical review officer (MRO) will review the results of all positive drug tests. Occupational health will notify human resources of all drug test results. Individuals with negative results will continue the normal hiring procedures. The MRO will review individuals testing positive to ensure the positive result is not due to a medical condition or physician prescribed medication. If no legitimate medical explanation can be provided, the medical review officer will inform the applicant that human resources will be advised of the positive test results. A human resource representative will subsequently contact applicants who test positive to withdraw the offer of employment. Human resources will also notify hiring department managers of applicants who test positive and are not eligible for employment. A separate notification process will be followed for faculty and resident hires.
- (3) No applicants will be permitted to actually begin work until the results of the drug test are determined and proper notification is provided. Applicants who are moving to the area may have a drug

test in advance of their move. In these situations, occupational health will schedule an appointment for drug testing in that area and all results will be reviewed through occupational health.

<p>Approved by:</p> <p><u>/s/</u> Sharon L. Gaber, Ph.D. President</p> <p><u>May 8, 2018</u> Date</p> <p><i>Review/Revision Completed by: Senior Leadership Team Associate Vice President and Chief HR Officer</i></p>	<p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none">• <i>Previous 3364-25-17, effective date April 19, 2017</i> <p>Original effective date: July 28, 2008</p> <p>Review/Revision Date: September 13, 2013; May 28, 2014, February 21, 2017, April 19, 2017, May 8, 2018</p> <p>Next review date: May 10, 2020</p>
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