

# CVUSD Board Policy

BP 4112.41, 4212.41, 4312.41

## Personnel

### Employee Drug Testing

I. This policy provides guidelines for a pre-placement drug/alcohol test to be administered to job applicants conditionally placed on an eligibility list for employment with the Conejo Valley Unified School District ("District") in classifications where the job duties could have immediate and direct impact on health and safety. The concern of the District is that prospective employees are in a condition to perform their duties safely and efficiently, in the interests of fellow workers and the public as well as themselves.

### II. Policy

A. It is the policy that, once conditionally placed on an employment eligibility list, prospective employees in the following classifications will be administered a pre-placement drug/alcohol test as part of the District's pre-placement physical examination.

Audio Visual Electronics Technician  
Auto Shop Teacher  
Construction Supervisor  
Copy Center Supervisor  
Custodian  
Driver's Training Teacher  
Facilities Supervisor/Buildings  
Facilities Supervisor/Grounds  
Child Nutrition Delivery Worker  
Child Nutrition Delivery Worker II  
Grounds Equipment Operator  
Groundskeeper  
Heating and Ventilating Mechanic  
Lead Custodian  
Lead Groundskeeper  
Locker Room Attendant  
Locksmith  
Maintenance Carpenter  
Maintenance Electrician  
Maintenance Leadworker  
Maintenance Painter  
Maintenance Plumber  
Maintenance Worker II  
Mechanic  
Metalshop Teacher  
Offset Duplicating Operator  
Pest/Rodent Control Leadworker  
Plant Supervisor  
Pool Operator  
Pressroom Assistant  
Security Guard

Shipping and Receiving Clerk  
Sprinkler Repair Worker  
Senior Grounds Equipment Operator  
Stock Clerk Delivery Driver  
Storekeeper  
Warehouse Leadworker  
Woodshop Teacher

- B. A positive result from a drug test and/or an alcohol level of .08% or above may result in the applicant's use of drugs and/or alcohol could affect requisite job standards, duties, or responsibilities.
- C. If a drug test is positive at the pre-placement physical, the applicant must provide within 24 hours of request a bona fide verification of a valid current prescription for the drug identified in the drug screen. If the prescription is not in the applicant's name or the applicant does not provide acceptable verification, or if the drug is one that is likely to impair the applicant's ability to perform the job duties, the applicant may not be hired.

Applicants who fail to pass the pre-placement drug/alcohol test, may not reapply for District employment for one year from the date the sample was obtained from the applicant.

A classified applicant denied employment with the District may appeal such decision to the Personnel Commission pursuant to Merit System Rule 14.7.

### III. Procedure for Pre-Placement Drug/Alcohol Testing

- A. The drug/alcohol test may test for any substance which could impair an employee's ability to effectively and safely perform the functions of his/her job, including, but not limited to the following:

Amobarbital  
Amphetamine  
Benzodiazepines  
Butabarbital  
Butalbital  
Cocaine Metabolites  
Codeine  
Methamphetamine (Desoxyn)  
Morphine (free)  
Opiates (as a group)  
Pentobarbital (Nembutal)  
Phencyclidine (PCP)  
Phenobarbital  
Secobarbital (Seconal)  
Alcohol, Quantitative, Urine (level .08%)  
Urinary Cannabinoids, Qualitative (level:50 nanograms)

- B. The collection of urine samples and the chain of custody of the urine samples will follow the National Institute on Drug Abuse protocol.

- C. The applicant will be required to sign a consent form giving permission to perform the drug/alcohol testing and to release the results of the drug/alcohol test to the District.

If the applicant refuses to sign the above-mentioned consent form, the applicant will be advised that the pre-placement physical examination will not be conducted and the applicant will be disqualified by the District on the basis of an incomplete medical examination. The applicant will be further advised that a second medical appointment will not be permitted at a later date and that the disqualification will remain in effect for the entire period of the applicant's eligibility on the eligibility list for classified employees. Certificated applicants will not be offered employment.

- D. All positive test results will be confirmed by using an alternative testing method.
- E. If the initial test result is positive and the confirmatory test result is negative, the overall test will be considered negative.
- F. All test results will be forwarded to the District.
- G. Positive confirmed test samples will be retained for a minimum period of sixty (60) days by the testing laboratory. All documentary physical examination information provided to the District will be maintained in a confidential applicant file that will be securely kept under the control of the Director of Classified Personnel for classified employees and the Assistant Superintendent, Personnel Services, for certificated employees.

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Reference CVUSD policy 532.1.5