

Central Oregon Intergovernmental Council Pre-Employment and Placement Drug Testing

Policy Statement, Effective January 1, 2011

The Central Oregon Intergovernmental Council (COIC) is contractually obligated to require certain applicants in designated positions to submit to a pre-employment or pre-placement drug screen ("Contract Position"). COIC has also deemed certain positions that work with or transport minors to be sensitive and therefore subject to a pre-employment and/or pre-placement drug screen ("Minor Sensitive Position"). COIC feels that it is important for employees working with our youth to set a good example, which includes being free of illegal drugs.

Offers of employment and/or placement in any Contract Position or Minor Sensitive Position will be subject to and conditioned upon a successful (negative) drug test. COIC will designate the type of test, the location, and the time of the test. An offer of employment and/or placement offer will be withdrawn for any candidate who tests positive for the illegal use of controlled substances, or for refusing to submit and/or tampering with the drug test or drug testing process.

All candidates who have preliminarily and conditionally been selected for employment in a Contract or Minor Sensitive Position, including former employees preliminarily selected for rehire and current employees applying for such positions, must first satisfactorily complete a required drug screening test. Once a candidate has successfully completed a drug screen, COIC may present them with a final offer of employment.

COIC may consider applications from candidates who have tested positive to a drug screen after one calendar year from the date of that test, or after successful completion of a drug/alcohol rehabilitation program.

Definitions

- **Contract Position** – any position that COIC is required to subject to a pre-employment drug screen as part of its contractual requirements.
- **Minor Sensitive Position** – A position that in the regular course of completing job duties comes in contact with youth or minors for a substantial portion of the working day. In addition, a position that requires the transportation of youth or minors as a part of its normal job duties. COIC maintains a list of job descriptions that fall under this category (Attachment A).
- **Controlled Substances** – The term "controlled substances" includes, without limitation, narcotics, marijuana, hashish, heroin, hallucinogens, depressants, cocaine, and other substances or medication other than those legally sold on a non-prescription basis or those prescribed to the employee by a licensed physician (but excluding medical marijuana).
- **Drug Screening** – To test an individual's urine, blood, or saliva for the presence of controlled substances.
- **Medication or Prescribed Drugs** – Medication or prescribed drugs, for the purposes of this policy, are drugs that an individual may be taking under the direction of a licensed medical professional in a medical setting to address a specific physical, emotional, or mental condition. This does not include medical marijuana.

COIC Drug Free Workplace Policy

The provision of the COIC Drug Free Workplace policy will apply to any successful applicant. This policy is in addition to COIC's Drug Free Workplace policy and is not intended to replace or preclude the application of COIC's existing drug policies.

Maintenance of Records

Information COIC receives regarding drug and alcohol screens will be collected and maintained on separate forms and in separate files apart from personnel files. All such records will be kept confidential and released only in accordance with provisions of the Americans with Disabilities Act or other laws as may be applicable or as otherwise required by law.

Inquiries:

Inquiries should be addressed to the Human Resources Manager at (541) 548-9537.

Karen Friend
Executive Director

By signing below, your signature certifies that you have read and understood the above material.

Candidate Signature

Date

Human Resources

Date

Attachment A

CENTRAL OREGON INTERGOVERNMENTAL COUNCIL
PRE-EMPLOYMENT AND PLACEMENT DRUG TESTING POLICY STATEMENT
Effective January 1, 2011

The following positions are covered by this Policy:

1. Classroom Aide
2. Classroom Tutor
3. Classroom Instructor
4. Lead Classroom Instructor
5. Youth Employment Specialist
6. Youth Employment Counselor
7. Youth Employment Coordinator
8. Seasonal Team Leader
9. Summer Crew Leader
10. Program Coordinator-Youth
11. Program Planner/Curriculum Director – Youth Employment & Training
12. Youth Programs Manager