

## **Minneapolis Public Schools Policy 4024**

Adopted: 04/30/91

### **PREEMPLOYMENT DRUG AND ALCOHOL TESTING POLICY**

#### **GENERAL STATEMENT OF POLICY**

The Minneapolis Public Schools' Board of Education desires to establish and maintain a safe, healthy working environment for all employees and students. The School District also needs to determine that an employee is physically capable of performing his or her job. For these reasons, job applicants who have been offered a job (excluding current employees applying for a promotion) will be required to provide a urine sample to detect the presence of illegal drugs and alcohol. The drug and alcohol test will be administered by the School District, and will be at the sole expense of the School District.

**Consequences of Refusal to Take Test:** Job applicants have the right to refuse to submit to a drug and alcohol test, but such a refusal will result in the withdrawal of the job offer. **Consequences of Positive Test Results:** Each urine sample will be tested for the presence of illegal drugs and alcohol. Any sample which indicates the presence of illegal drugs or alcohol will be submitted for a confirmatory test. Any job applicant who tests positive for drug or alcohol use on a confirmatory test may request a confirmatory retest of the sample which was tested. This retest will be done at the applicant's sole expense. The offer of employment will be revoked if the job applicant's confirmatory test, or confirmatory retest if requested, is positive.

**Other Rights of Job Applicants:** Prior to administering drug or alcohol testing, the School District will provide the job applicant with a form on which to acknowledge that the person has seen the School District's drug and alcohol testing policy and to indicate any over-the-counter or prescription medications that the individual is currently taking or has recently taken and any other relevant information. The District will disclose the test results to the applicants in writing. All job applicants may request a copy of all tests result reports from any drug or alcohol tests to which the applicant is required to submit. Within three working days after notice of a positive test result, the job applicant may submit information to the School District to explain the result.

**Data Privacy:** The School District will not disclose the test result reports or other information acquired in the drug or alcohol testing process to another employer or to a third party individual, governmental agency or private organization without the written consent of the person tested, unless permitted or required by law or court order.