

Lifespan System-Wide Policy

**Subject:
Pre-Employment Drug and
Nicotine Testing**

**File Under:
HR: Employment 1.20**

**Issuing Department:
Human Resources**

**Effective Date: January 1,
2017**

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Approved by:



(Executive)
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Human Resources

I. Purpose:

Lifespan is committed to ensuring a safe and healthy workplace for its patients, employees, and visitors. Toward this end, Lifespan has established this Pre-employment Drug and Nicotine Policy for candidates for employment who have received a conditional offer of employment.

II. Applicability:

This policy applies to any candidate who has received a conditional offer of employment by any Lifespan affiliate. This policy also applies to any applicant who previously worked for any Lifespan affiliate who is seeking rehire.

III. Policy:

Candidates who have received a conditional offer of employment will be tested for their use of tobacco products and drug use through a urine drug screen. This Policy provides the guidelines for testing, notification of results, and employment decisions related to the results.

Tobacco products will be tested for via a test for cotinine, the major breakdown product of nicotine.

If a candidate has a legal prescription for a controlled substance, this will not exclude the candidate from employment, however s/he will not be allowed to work if impaired by that substance. This is addressed in HR Policy 4.1, "Fitness for Duty", which states: "An employee is not considered to be "fit for duty" if s/he is 'under the influence' of alcohol or illegal drugs, if s/he has abused prescription or non-prescription medications."

SCREENING GUIDELINES

1. A pre-employment drug and cotinine screen will be conducted on all prospective employees before their first day at work. Each applicant will acknowledge Lifespan's right to screen by completing, signing, and submitting the employment application, which informs applicants that Lifespan conducts pre-employment drug and nicotine testing. If the applicant is a minor, a parent or guardian must sign an additional consent form if required by the collection location.
2. It is the responsibility of the Lifespan Human Resources Department to inform the prospective employee that a pre-employment drug test will be performed.
3. At the time of a job offer, Human Resources will provide the applicant with written information regarding the collection sites, procedures and locations.
4. The applicant must submit to the screening no later than seven (7) days after accepting a formal job offer. Failure to submit to the pre-employment drug and nicotine screening will prompt Lifespan to rescind the offer of employment. Special consideration for extending the seven (7) day window may be allowed on a case by case basis and only with the approval of the VP of Talent and Acquisition and, when necessary, Lifespan Executive Leadership.

The applicant is responsible for submitting to the screening no later than seven (7) days after accepting a formal job offer. Failure to submit to the pre-employment drug and nicotine screening will prompt Lifespan to rescind the offer of employment.

5. A negative pre-employment drug screen result is a requirement of employment. A positive cotinine test will not result in a denial of employment but may require payment of additional premiums above and beyond the normal employee share of the health benefit cost.
6. Testing will be conducted on a urine sample provided by the candidate to the testing laboratory under procedures established by the laboratory to ensure privacy of the employee. Lab personnel will collect samples in a confidential environment. That laboratory will report the test results to Employee and Occupational Health Services. The results will then be communicated to Human Resources.
7. Non-negative drug screen results will be reviewed by Medical Review Officer certified physicians. A physician directed interview with the candidate will determine if the result is due to the presence of a prescription medication that has been taken upon the advice of a physician or other authorized prescriber. In such case, the result will be reported as negative. If the physician interview determines that the test result is due to the use of an illegal drug or a prescription medication absent a physician or authorized prescriber's order, the result will be reported as positive and the candidate may proceed as directed below.
8. Candidates with non-negative results will have their offer of employment rescinded.

9. Human Resources will be responsible for notifying the applicant of their employment status by way of a formal letter of offer or letter rescinding the offer.

10. Lifespan will pay for the cost of the testing, including the confirmation of any non-negative test result. The testing lab will retain samples in accordance with state law, so that a candidate may request a retest of the sample at his or her own expense if he or she disagrees with the test result.

Right to Review Records:

Lifespan will provide a copy of test results only to candidates upon request.

Confidentiality Requirements:

All records concerning test results will be kept in medical files that are maintained separately from Lifespan personnel files.

Testing laboratories may conduct testing only for substances that are related to tobacco or drug usage and may not conduct general testing related to the medical conditions of the individual.

Retesting:

Candidates may request a retest of their non-negative test results within five working days after notification by Lifespan of such non-negative test result. This retest is at the expense of the individual, unless the original test result is called into question by the retest, or unless the retest results in a negative result.

Re-Application and Rehire:

Lifespan understands that individuals who are rehabilitated drug users or engaged in a supervised drug rehabilitation program and are no longer using drugs are protected under the Americans with Disabilities Act. Therefore, Lifespan will consider the applications of candidates who formerly tested non-negative for drugs if candidates can subsequently show evidence of rehabilitation. The candidate must wait 6 months after a non-negative test result before their application will be considered.