

TESTING OF PROSPECTIVE EMPLOYEES

A person who has made an employment application and received a contingent offer of employment will submit to a drug test at a collection site and time designated by Bethany Manor d/b/a Bethany Life Communities. There shall be no cost to the applicant for the test. A list of drugs to be tested for is available for review.

1. The testing shall be conducted upon a sample from the human body. Testing samples may include urine and breath, where applicable.
2. Prospective employees may submit information relevant to the test, including identification of any prescription or non-prescription drug currently, or recently, used or other relevant medical information. The medical review officer (MRO) will evaluate the information provided.
3. In the event of a confirmed positive drug test, the prospective employee will be provided the following information via regular and certified mail from Bethany Manor d/b/a Bethany Life Communities, return receipt requested: (1) the drug test results; (2) the address and name of the MRO supervising the test; and (3) notification of the right to request records concerning the test results.
4. If the prospective employee is a minor, such notice of the confirmed positive drug test will also be mailed to a parent, step-parent, or guardian of the prospective employee by certified mail, return receipt requested.
5. The prospective employee shall be entitled to receive records of a confirmed drug test only if a request for records is made within 15 calendar days from the date that notice of the test results are provided. The request for records shall be directed to the medical review officer (MRO).
6. Bethany Manor d/b/a Bethany Life Communities will rescind any conditional offer of employment or refuse to hire based upon a confirmed positive drug screen or upon refusal to provide a sample for testing.

EMPLOYEE

PARENT OR GUARDIAN, IF MINOR

DATE