



Albert Einstein College of Medicine

## Drug Testing Policy

### I. Purpose

Einstein is committed to ensuring a safe, healthy, productive and efficient work environment for its employees, volunteers and visitors. Accordingly, Einstein has established a pre-employment drug-testing program for job applicants and other individuals seeking to work, train or volunteer at Einstein.

### II. Scope

This policy is applicable to all applicants for temporary or regular employment, and all other individuals seeking to work, train, or volunteer at Einstein, including interns, residents, independent contractors who will work on site and individuals referred through employment agencies (hereinafter referred to collectively as “Applicants”). Applicants must undergo and pass a drug test before they commence employment, work, training or volunteer activity at Einstein. The pre-employment drug testing policy does not apply to students and/or persons under 18 years of age.

### III. Policy

Einstein’s pre-employment drug testing procedure complies with applicable federal, state and local law.

#### A. Procedure

All Applicants (as defined above) must undergo a pre-employment drug test and must receive a negative test result as a condition of employment, work, training or volunteer activity.

The pre-employment drug test is administered after the Applicant receives from Einstein a conditional offer of employment, work, training or volunteer opportunity. New hire processing will not be initiated until the drug testing has been completed with satisfactory results.

At the time Einstein extends to the Applicant a conditional offer of employment, work, training or volunteer opportunity, the Applicant will promptly be provided with the documents. The Applicant will need to comply with the pre-employment drug testing procedure. These documents include:

- A Forensic Drug Testing Custody and Control Form.
- A list of drug testing collection sites approved by the certified laboratory from which Applicant may select the most convenient site.
- An acknowledgement and consent form which the Applicant must return to the Talent Acquisition Office at the time he/she receives a copy of this policy.
- An Applicant is required to provide a urine specimen at an approved collection site within forty-eight (48) hours of receiving from Einstein an offer of employment, work, training, or volunteer opportunity. If the day after the Applicant receives such an offer is not a business day in which a

- collection site is open, the Applicant will be allowed seventy-two (72) hours to provide the urine specimen.

## **B. Negative Test Results**

The Talent Acquisition Office will be informed by the certified laboratory of negative test results within two (2) days from the collection date.

## **C. Positive Test Results**

When an Applicant tests positive for drugs, the certified laboratory will automatically re-test the original specimen before concluding that the test result is positive. The Medical Officer (“MRO”) will then contact the Applicant directly to review positive test results. If the MRO determines that there is no valid reason for the positive test results, the Applicant will be ineligible to work, train, or volunteer at Einstein.

## **D. Negative Dilute Results**

When a test result comes back as a “negative dilute,” the Applicant will be given an opportunity to re-test once within a 24-hour timeframe. If the second test result comes back as a “negative dilute” again, the Applicant will be ineligible to work, train, or volunteer at Einstein.

## **E. Refusal to Submit to a Drug Test**

Although an Applicant has the right to refuse to submit to a pre-employment drug test, Einstein will not consider the Applicant who so refuses. Moreover, Einstein will consider the following conduct by an Applicant as a refusal to submit to a drug test:

- Refusing or failing to appear to a substance abuse test within a specified time, as determined by Einstein, after being directed to do so;
- Failing to remain at the testing site until the testing process is complete;
- Failing to provide a urine specimen for collection; failure to provide a sufficient amount of urine when directed, without an adequate medical explanation;
- Failing or declining to take a second drug test that Einstein or collector has directed to be taken;
- Failing to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by Einstein as part of the “shy bladder” procedures;
- Adulterating (i.e., manipulating) or substituting a urine sample, or attempting to adulterate or substitute a urine sample; or
- Failing to cooperate with any part of the testing process such as delaying the collection, testing or verification process or otherwise engaging in conduct that obstructs or manipulates, or attempts to obstruct or manipulate, the testing process.

Questions regarding the meaning or application of this policy should be directed to Einstein’s Human Resources Department.

This policy is not a contract of employment. If an Applicant fails to comply with this policy, the Applicant will be ineligible for employment or volunteering.

*All Human Resources Policies and practices are guidelines and may be changed, modified or discounted at any time any time by Einstein's Senior Vice President for Human Resources, or designee, with or without notice. Exceptions do not invalidate the basic policy.*

**IV. Definitions**

None.

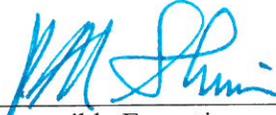
**V. Effective Date**

Effective as of: 1 May 2016.

**VI. Policy Management and Responsibilities**

Einstein's Human Resources department is the Responsible Office under this Policy. Einstein's Associate Dean for Finance and Administration is the Responsible Executive, and Einstein's Vice President for Human Resources and Diversity is the Responsible Officer for the management of this policy.

**VII. Approved (or Revised)**

	
_____ Responsible Executive <b>Jed M. Shivers</b> Associate Dean for Finance and Administration	_____ Date



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## **Pre-Employment Drug Testing Acknowledgement and Consent Form**

I have received a copy of Albert Einstein College of Medicine policy regarding pre-employment drug testing and the documents referred to in the policy. I have reviewed the policy and the documents, and I have received an opportunity to ask questions about the policy and the documents.

I understand the terms of the policy and I understand that I will not be eligible to work, train or volunteer at Albert Einstein College of Medicine if I receive a positive drug test result or two negative dilute results.

I voluntarily consent to the pre-employment drug testing described in the policy and related documents.

I hereby authorize the certified laboratory and Medical Review Officer referred to in the policy to provide the results of such testing to Albert Einstein College of Medicine.

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Applicant Name (Print)

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Applicant Signature

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Date