



# City of Medford

## Human Resources Department

### APPLICANT DRUG TESTING POLICY

The City of Medford is committed to providing its citizens with a good return for their investment. To that end, it will strive to hire a productive, efficient, reliable and honest workforce which can deliver safe, high quality service with integrity at a reasonable cost. The use of illegal drugs including marijuana, which remains illegal under federal law, can seriously impair performance and impede this objective. Therefore, in order to help achieve a drug free workplace, the City adopts the following drug testing policy for applicants. Those applicants (including current temporary employees who apply for other positions) who are offered a position with the City of Medford may have the offer contingent on passing a drug screen consisting of a urinalysis. The City will pay the costs of the initial test and will select the testing site and make appointments.

No person subject to a drug test will be allowed to become employed before a drug test is performed and the City receives notification that the applicant has passed. Applicants who test positive or who refuse to test or who fail to show up for testing at the appointed date and time without a valid excuse will not be hired and must wait 120 days before reapplying for employment. Any person who reapplies after the waiting period will be subject to a new test. Any person who attempts to produce a false test result or otherwise tampers or interferes with the testing process will be disqualified from employment with the City of Medford.

**Appeal Rights:** An applicant failing a drug screen may request a retesting of the original sample. This request must be made in writing and be delivered to the Human Resources Department within seven (7) calendar days of being notified of a positive test result. The applicant must pay the costs for retesting, and the City must approve the lab if the applicant requests a lab other than the one performing the original testing. The testing facilities will control the change of custody of the specimen. If the retest gives a negative result, the applicant will be considered to have passed the test, but will not be entitled to a position that may have been filled in the interim period.

Samples will be tested by a laboratory meeting the requirements set forth in ORS 438.435. Drug screen results will be kept confidential and only those persons authorized by the City and with a need to know will be informed. The Human Resources Department will receive the results from the testing site and inform the hiring department only that the applicant either passed or failed.

Applicants wishing to know the results may request them from the lab. Every applicant subject to the City's drug testing policy will be asked to sign a statement acknowledging (s)he has reviewed this policy, and agreeing to the test and the use of test results to make the decision whether or not to hire, and that (s)he understands the consequences of refusing to test or attempting to falsify a test result.

The City may revise this policy when it seems appropriate. A copy of this policy statement will be provided to the applicant upon request.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

Updated 8/15/16