



NO. 2011 DRUG TESTING

- 1.0 **PURPOSE:** In an effort to protect the welfare and safety of students, faculty, staff and the public, Oklahoma City Community College (“OCCC”) prohibits the illegal use and abuse of drugs by its employees. OCCC requires drug testing of individuals in Safety Sensitive Positions. OCCC also requires drug testing of any employee where a reasonable suspicion exists that an employee is in violation of this policy.
- 2.0 **SAFETY SENSITIVE POSITIONS:** OCCC requires mandatory drug testing for individuals offered or employed in positions designated as Safety Sensitive Positions. Safety Sensitive Positions are positions in which the employee is engaged in activities which directly affect the safety of others.
 - 2.1 For purposes of this policy, Safety Sensitive Positions are limited to:
 - 2.1.1 Campus Armed Security Officers and all other positions in the Office of Campus Safety and Security in which an employee is required or authorized by OCCC to carry a firearm;
 - 2.1.2 All nursing clinical faculty, whether full-time or adjunct; and
 - 2.1.3 All EMS clinical instructors, whether full-time or adjunct.
 - 2.2 OCCC retains the right to designate additional positions as Safety Sensitive.
 - 2.3 Position descriptions for Safety Sensitive Positions must state that the position is safety sensitive and subject to mandatory pre-employment and random drug testing.
 - 2.4 Job offers made to applicants, whether internal or external, for employment in Safety Sensitive Positions are contingent upon the results of a drug test.
 - 2.5 All drug testing shall be conducted in compliance with state and federal law.
- 3.0 **TYPES OF DRUG TESTING**
 - 3.1 **PRE-EMPLOYMENT DRUG TESTING:** OCCC requires mandatory drug testing prior to employing any individual in a Safety Sensitive Position. The drug test shall be performed only after a conditional offer of employment but before the individual begins work in the Safety Sensitive Position.
 - 3.1.1 All offers of employment in Safety Sensitive Positions shall be conditional upon successful completion of the applicable drug test.
 - 3.1.2 If an individual refuses to submit to or fails a pre-employment drug test and the failure is confirmed, he or she is ineligible for employment in a Safety Sensitive Position and the conditional offer of employment must be withdrawn.

- 3.2 **RANDOM DRUG TESTING:** OCCC requires random drug-testing of all employees in Safety Sensitive Positions. An employee who refuses to submit to or who fails a required random drug test is subject to discharge from employment.
- 3.3 **REASONABLE SUSPICION DRUG TESTING:** When OCCC has a reasonable suspicion that any employee, regardless of position, possesses or is under the influence of illegal drugs, the employee may be required to submit to a drug test. The employee may also be suspended with pay pending receipt of the test results and any investigation conducted by OCCC. An employee who refuses to submit to or who fails a required reasonable suspicion drug-test is subject to discharge from employment.
- 4.0 **DRUGS TESTED FOR:**
- 4.1 Campus Armed Security Officers and all other positions in the Office of Campus Safety and Security in which an employee is required or authorized by OCCC to carry a firearm are tested for the following substances:

Drug Test	Initial Test Level ng/mL	Confirmed Test Level ng/mL
Amphetamines (<i>e.g.</i> , speed, meth, crank,uppers, ecstasy)	1000	500
Cocaine Metabolites (<i>e.g.</i> , coke, crack) 1-alpha-H,S-alpha-H-Tropane-2-Beta-Carboxylic Acid, 3-beta-Hydroxy-, Methyl Ester, Benzoate; Methylbenzoylepgonine	300	150
Marijuana Metabolites (<i>e.g.</i> , marijuana, hash, cannabis sativa)	50	15
Opiates (<i>e.g.</i> , heroin, morphine, opium, codeine)	2000	2000
Phencyclidine (<i>e.g.</i> , PCP)	25	25

- 4.2 Nursing clinical faculty, whether full-time or adjunct, and EMS clinical instructors, whether full-time or adjunct, are tested for the following substances:

Drug Test	Initial Test Level ng/mL	Confirmed Test Level ng/mL
Cocaine Metabolites (<i>e.g.</i> , coke, crack)	300	150
Amphetamines (Class) (<i>e.g.</i> , speed, meth, crank ecstasy)	1000	500
Barbiturates (<i>e.g.</i> , phenobarbital, butalbital, secobarbital)	300	300
Benzodiazepines (tranquilizers like Xanax, Librium, Valium)	300	300

Drug Test	Initial Test Level ng/mL	Confirmed Test Level ng/mL
Marijuana Metabolites (<i>e.g.</i> , marijuana, hash)	50	15
Opiates (<i>e.g.</i> , heroin, morphine, opium, codeine)	2000	2000
Phencyclidine (<i>e.g.</i> , PCP)	25	25
Propoxyphene/Metabolite	300	300
Methadone	300	300
Oxycodone	100	100
Validity Tests	Acceptable range	
Creatinine	> 20 mg/dL	
PH	4.5-9.0	

- 5.0 **EVALUATION OF DRUG TEST RESULTS:** All non-negative drug-test results shall be confirmed by a second test using gas chromatography, gas chromatography-mass spectroscopy, or an equivalent scientifically accepted method of equal or greater accuracy as approved by rule of the State Board of Health, at the cutoff levels determined by Board rule. Non-negative drug test results and results falling outside the validity test acceptable range are received and interpreted by a medical review officer with knowledge and training to interpret and evaluate an individual's test results together with the individual's medical history and other relevant information. Applicants and employees shall be given the opportunity to explain, in confidence, the test results.
- 6.0 **COLLECTION PROCEDURES AND TESTING METHODS:**
- 6.1 Collection method is urinalysis. The collection shall be conducted with due regard to the privacy of the individual being tested. However, collection shall be in a manner reasonably calculated to prevent substitutions or interference with the collection or testing of reliable samples. To be accepted, the specimen must be within acceptable temperature range.
- 6.2 Sample collection shall be documented, and the documentation procedures shall include:
- 6.2.1 labeling of samples so as reasonably to preclude the probability of erroneous identification of test results, and
- 6.2.2 an opportunity for the applicant or employee to provide notification of any information which the applicant or employee considers relevant to the test, including identification of currently or recently used prescription or nonprescription drugs, or other relevant information;
- 6.3 The specimen will be tested in a certified laboratory.
- 7.0 **REFUSAL TO SUBMIT TO DRUG-TESTING:** An applicant's refusal to submit to or failure of the required pre-employment drug test shall result in withdrawal of the conditional offer of employment. An employee who refuses to submit to or who fails a required drug-test is subject to discharge from employment. For

- purposes of this policy, adulteration and/or substitution of a specimen shall be considered a refusal to submit to a required drug test.
- 8.0 NON-NEGATIVE TEST RESULT: Only the medical review officer may make the final decision on a non-negative test result. A confirmed non-negative test result, validated by the medical review officer, will result in withdrawal of a conditional offer of employment for applicants and discharge from employment for employees.
- 9.0 COSTS OF DRUG TESTING: OCCC shall pay all costs for drug testing required by OCCC, including confirmation tests required by law and the cost of transportation to the test site for current employees if the test is conducted off campus. However, an individual who requests a retest of a sample to challenge the results of a non-negative or positive result shall pay all costs of the retest. If the retest reverses the results of the challenged non-negative or positive test, OCCC shall reimburse the employee for the costs of the retest.
- 10.0 APPEALS PROCEDURE: Regular Full-Time and Regular Part-Time Employees who are subject to discharge, demotion, suspension without pay, or disciplinary loss of pay under this policy may appeal the decision under College Policy No. 2020, Demotion, Suspension Without Pay, Disciplinary Loss of Pay and Termination.
- 11.0 WORK TIME: All drug testing of current employees shall occur during or immediately after the regular work period of the current employee and shall be deemed work time for purposes of compensation and benefits.
- 12.0 CONFIDENTIALITY:
- 12.1 OCCC shall maintain as confidential records, separate from other personnel and applicant records, all drug test results and related information in its possession, including, but not limited to, interviews, reports, statements and memoranda.
- 12.2 Drug testing records shall be made available for inspection and copying by the applicant or employee tested but, except as provided in 40 O.S. §560, shall not be made available to any person other than the applicant, employee, and the medical review officer.
- 13.0 EMPLOYEE ASSISTANCE PROGRAM: OCCC offers an Employee Assistance Program to employees and their immediate family members to provide assistance in assessing and evaluating their problems. See Policy No. 2301. Employees are encouraged to seek assistance with drug-related problems prior to being selected for drug testing.
- 14.0 DISSEMINATION: This policy is posted in a prominent employee access area and a copy of the policy shall be given to each employee and each applicant upon the applicant's receipt of a conditional offer of employment.

Approved: June 25, 2007
Effective: August, 1, 2007
Revision Approved: January 7, 2008
Revisions Effective: March 1, 2008