

CITY OF PACIFIC GROVE

PRE-EMPLOYMENT DRUG SCREEN POLICY

As a condition of employment with the City of Pacific Grove, all new City employees are required to successfully pass a pre-employment drug screen. The drug test shall be by means of a urine drug screen. Applicants are required to notify the doctor at the time of their test of any prescription drug or other medication they are taking which may affected the drug screen results.

Should the applicant test positive in one of the screens, the applicant will be given the opportunity to explain a positive result and a second test of the original sample may be requested. The applicant will bear the costs of the second test, payable in advance. If the second test is negative, the City will refund the applicant for the costs the applicant incurred. Such information shall be kept sealed in the City Personnel Department.

Failure to successfully complete the drug screen will result in the employee not being hired. Applicants who refuse to take the drug test or who test positive in both the initial test and the re-test shall be considered ineligible for city employment for a period of one year.

APPLICANT’S CONSENT

I understand and acknowledge the above condition of employment with the City of Pacific Grove. In the event I am the successful applicant and an employment offer is made, I hereby consent to comply with the terms of this policy.

Print Name

Signature

Dated: _____

Reference: City Council Policy 300-6 – Drug Free Workplace Policy