

## **SCREENING FOR DRUG USAGE – FACULTY/STAFF**

The Catechism of the Catholic Church states that:

The political community has a duty to honor the family, to assist it, and to ensure especially ... the protection of security and health, especially with respect to dangers like drugs, pornography, alcoholism, etc.... The use of drugs inflicts very grave damage on human health and life. Their use, except on strictly therapeutic grounds, is a grave offense. Clandestine production of and trafficking in drugs are scandalous practices. They constitute direct co-operation in evil, since they encourage people to practices gravely contrary to the moral law.

Catechism of the Catholic Church §2211, §2291

The Catholic Diocese of Peoria is committed to providing the most optimal educational environment possible for all students attending the elementary and high schools of the diocese. In order to work toward the establishment of a safe and drug-free environment, screening of all faculty and staff for drug usage will be conducted in all schools of the diocese in accordance with the procedures outlined in the accompanying administrative regulation.

The church community recognizes its duty to honor the family and to assist it. This same community wishes to ensure the protection of security and health in all matters, but in a special way with regard to dangers such as drug usage. Both parents and students supporting and attending the schools of the diocese have the reasonable right to expect persons employed by such schools to be free from the effects of drug usage. Furthermore, it is the objective of the diocese to promote the well-being of its employees in the workplace and to maintain high standards of professional and moral conduct and work performance. We hold all faculty and staff to a high standard of behavior in areas that affect the well-being and safety of all students. Therefore, all faculty and staff are required to consent to participation in all aspects of this policy and its accompanying administrative regulation as a condition of continued employment at a Catholic school of the Diocese of Peoria.

## **SCREENING FOR DRUG USAGE – FACULTY/STAFF**

### **SECTION I PROHIBITIONS**

Faculty and staff will be screened for drug usage utilizing diocesan approved drug testing services employing radioimmunoassay technology in the analysis of hair (RIAH) and post-positive GC/MS, LC/MS, or MS/MS confirmation testing. Specifically, samples will be submitted to a diocesan approved drug testing company for RIAH detection of the presence of Cocaine, Opiates, Phencyclidine (PCP), Marijuana, and Methamphetamine. Post-positive testing includes GC/MS, LC/MS, or MS/MS confirmation for Benzoyllecgonine (Cocaine Metabolite), Opiates (Heroin,

Morphine, Codeine), PCP, Carboxy-THC (Marijuana Metabolite), Methamphetamine, and Ecstasy. The use of such drugs by faculty and staff members without legitimate medical authorization is prohibited. The Catholic Diocese of Peoria reserves the right to test for additional drug substances as such screening becomes available.

## **SECTION II SCREENING FOR DRUG USAGE**

Faculty and staff employed by and of the Catholic schools of the Diocese of Peoria will be screened for drug usage as follows:

- 1) **Random Screening:** Faculty and staff of any of the Catholic schools of the Diocese of Peoria are subject to screening for drug usage on a randomly selected basis in addition to the annual screening. Each school will test ten percent (10%) of the entire faculty and staff on a random basis each year. Consequently, some faculty and staff members may be tested more than once a year.
- 2) **Reasonable Suspicion Screening:** When the administrator of a Catholic school has reasonable suspicions that a faculty or staff member is otherwise demonstrating conduct that may be in violation of this policy and administrative regulation, the faculty or staff member will be required to submit to drug screening as set forth herein.
- 3) **New Hire Screening:** All persons seeking employment at a Catholic school of the Diocese of Peoria shall be required prior to their date of hire to submit to screening for drug usage. Such individuals may not begin employment until the screening has taken place and the results showing the absence of drug usage are obtained.

## **SECTION III DRUG SCREENING METHOD**

The Catholic schools of the Diocese of Peoria will use hair-sampling procedures for the purposes of policy implementation. Normally, a small sample of head hair will be collected from the faculty or staff member by trained personnel. However, faculty or staff members who wear a short hair style must understand that body hair collected from the arm or leg will be used for the drug screening method if the trained personnel are unable to obtain a sufficient amount of head hair.

## **SECTION IV NOTIFICATION OF TEST RESULTS**

Notification of test results will be given to the Catholic Schools Office by the drug testing company who in turn forward positive test results to the Principal. The Principal shall notify the faculty or staff member of a positive test result as soon as possible. It is left to the discretion of each local school as to whether or not they will notify the faculty or staff member in regard to a negative test result. After notifying the faculty or staff member of a positive result, the Principal is required to notify the Superintendent of Schools or the Pastor of the elementary school. Furthermore, the Principal is also required to notify the Superintendent of Schools and the Vicar General of the Catholic Diocese of Peoria of follow-up procedures in regard to the positive result.

The Principal, in consultation with diocesan officials, will determine what action will be taken in regard to a faculty or staff member who receives a positive test result. The particular action to be taken in a given case will depend on a variety of factors, and may include the successful completion of an approved rehabilitation or chemical dependency program. Faculty and staff members must also realize that a positive test result could result in discharge from employment.

The school will make reasonable attempts to keep information respecting positive drug tests and the follow-up procedures of the school confidential. However, the school cannot be responsible for information that must be shared or as required by law or for information that is shared with others by the faculty or staff members.

## **SECTION V APPEAL OF TEST RESULTS**

If the faculty or staff member feels the test results are erroneous, the faculty or staff member has the right to request that a second test be taken. This test must be requested and taken within three (3) days of the positive result. The cost shall be borne by the faculty or staff member. Furthermore, all requests for a second test will be submitted to the same company which provided the initial test results for hair analysis, and the faculty or staff member may not alter their hairstyle prior to the second test. If the second test results vary from the first test results, the Principal and the faculty or staff member will discuss the further action to be taken in consultation with the President of the Pastor's Board or the Parish Priest and diocesan officials.

## **SECTION VI RETENTION OF RECORDS**

No documentation pertaining to a faculty or staff member's screening for drug usage will be made part of that individual's personnel file. All documentation will be kept in a separate confidential file with the Principal or designated Drug Screening Coordinator.

## **SECTION VII ANNUAL NOTIFICATION**

Each secondary school shall submit an annual report to the Office of Catholic Schools by June 15<sup>th</sup> of each year. This report shall include data on the number of faculty and staff tested (but not their names), the dates of the tests, and the number of positive and the number of negative results obtained. A short descriptive analysis of the program for that year shall also be included.

## **CONSENT FORM REQUIRED OF ALL FACULTY AND STAFF MEMBERS**

I have read the policy statement and its accompanying administrative regulation regarding the mandatory screening for drug usage that is required for all faculty and staff members employed at \_\_\_\_\_ Catholic elementary or high school.

I understand that the school will request a hair sample from me for the purpose of this screening, and I agree to submit a sample upon request at any time. I agree to the methodology being used for hair sampling and sharing the results with appropriate persons referred to in the policy and administrative regulation. I further agree to defend and indemnify the school or and the Catholic Diocese of Peoria, their employees and agents, against any demands or claims of any type whatsoever (including the cost of attorney fees) asserted or based upon any liability arising in any way from or related in any way to the drug screening program, or any acts, errors or omissions relating thereto, by the faculty or staff member identified below whose employment at the school is conditioned upon the execution of this consent.

I understand that failure to comply with this policy in any part or in whole constitutes cause for immediate termination with the school.

I fully understand that refusal to sign this consent form renders me ineligible for employment at \_\_\_\_\_ School.

\_\_\_\_\_  
Signature of faculty or staff member

\_\_\_\_\_  
Printed name of faculty or staff member

\_\_\_\_\_  
Date