



Pre-Employment Physical Capabilities/Drug Screening Policy and Procedure

Purpose:

The purpose of this policy is to:

- promote consistency in safe hiring practices through more thorough screening of job candidates; and
- reduce the College's overall risk and cost of Workers' Compensation and Disability.

Pre-employment/pre-placement physical capabilities/drug screening will help ensure that the College provides a safe and secure environment for its constituents, including students, employees and visitors. They also will promote Skidmore's ability to act proactively and responsibly in protecting its human, fiscal, property and other assets.

Policy:

Post-job offer, pre-employment/pre-placement physical capabilities/drug screening will be required for:

- prospective employees ("finalist" candidates) for all Union positions; and
- Skidmore employees transferring into Union positions.

Any job offer made to these job applicants will be contingent on the satisfactory results of the physical capabilities/drug screening. Job candidates who do not consent to completing physical capabilities/drug screenings or who do not complete them as required will not be considered for employment or transfer.

Process:

Pre-job offer: When screening/interviewing any applicant for a job opening, the hiring supervisor should review the job specifications/requirements on the job description with the applicant, and ask the applicant, "Are you able to perform the essential duties of this position in a reasonable and safe manner, with or without reasonable accommodation?" If the candidate states that a reasonable accommodation is needed to perform the essential duties of the position, the hiring supervisor should ask the candidate to specify the necessary accommodation.

Post job offer: When the hiring supervisor informs the job candidate of an offer of employment, the hiring supervisor will:

- notify the candidate that the job offer is contingent on satisfactory results of a physical capabilities/drug screen and that a start date will be set when the candidate has cleared pre-employment screening requirements (Note: Candidates also will be required to complete and pass a background check, as specified in the [Background Checking Policy and Procedure](#));
- provide the candidate a copy of the written [Instructions for Completing Pre-Employment Physical Capabilities/Drug Screening](#) (see Appendix A for a copy);;
- notify the candidate that he/she:
 - has one (1) standard business day (excludes weekends and holidays) to contact Corporate Health Services and schedule an appointment for the physical capabilities/drug screening,
 - has up to three (3) standard business days to be seen at Corporate Health Services for his/her physical capabilities/drug screening, and

- must present to Corporate Health Services a valid photo identification --such as a driver's license or passport-- when the candidate arrives to be seen for the appointment.

The hiring supervisor also should encourage the candidate to notify Human Resources promptly if, for any reason, the candidate is unable to meet these requirements.

Once the hiring supervisor has notified the candidate of these requirements, the hiring supervisor will notify the Employment Coordinator* in Human Resources (518-580-5800) that he/she has done so. The Hiring Coordinator will alert Corporate Health Services to expect a request for appointment from the candidate.

If a candidate refuses to complete, or does not take the required steps to complete, a physical capabilities/drug screening, the Employment Coordinator will inform the hiring supervisor who will notify the candidate that he/she will not be considered for employment.

Physical capabilities assessed in the candidate's screening will be based on position requirements.

When the physical capabilities/drug screen is complete, Corporate Health Services will notify Human Resources of the result. Human Resources then will notify the hiring supervisor that the candidate is "clear" or "not clear" for hire. If physical capabilities/drug screening results contain any area of concern and the candidate is "not clear for hire", Human Resources will review the results with the hiring supervisor to determine an appropriate course of action.

Only Human Resources is authorized to request and receive physical capabilities/drug screen results from Corporate Health Services.

Results of physical capabilities/drug screens will be kept strictly confidential. They will be viewed by or shared with only Human Resources employees who have direct responsibility in the hiring process and those who have a need to know.

Any candidate who asks for more specific information on his/her physical capabilities/drug screen results and/or their bearing on the employment decision should be referred to Human Resources. Under no circumstances should a hiring supervisor address questions about physical capabilities/drug screen results.

* For summer positions, the HRIS Coordinator will function as the Employment Coordinator in all respective parts of the recruitment and hiring process.

Implementation/Effective Date	January 31, 2012
Personnel and Entities Affected	prospective employees ("finalist" candidates) for all Union positions; and Skidmore employees transferring into Union positions.
Policy Steward	Human Resources
Policy Website Address	
Related Documents	Instructions for Completing Physical Capabilities/ Drug Screening
Date of Update	March, 2012
Reviewed by	
Endorsed by	

This policy is not a contract. Skidmore College may eliminate, depart from, or change this policy for any reason at any time, with or without notice.

Appendix A:

Instructions for Completing Pre-Employment Physical Capabilities/Drug Screening

Dear candidate:

Congratulations on your job offer!

To meet the requirements for this position, you will need to complete a pre-employment physical capabilities/drug screening. Please follow the instructions below to complete the screening. When Skidmore receives the results of your pre-employment screening, you will be contacted and notified of your clearance for hire.

It is important to adhere to the time frames stated in the steps below. To remain eligible for hire, you must complete your physical capabilities/drug screening within the required three (3) standard business days.

Instructions for completing physical capabilities/drug screening:

1. Within one (1) standard business day (which excludes weekends and Skidmore holidays) of receiving notice of this requirement, contact Corporate Health Services by telephone and schedule an appointment for the screening. Contact information for Corporate Health Services is:

Corporate Health Services
2388 Route 9 # 6
Mechanicville, NY 12118-3433
(518) 886-5412

2. Within three (3) standard business days of receiving notice of this requirement, be seen for the screening appointment. To be seen for your appointment, you must provide Corporate Health Services valid photo identification--such as a current driver's license or passport--when you arrive.

If for any reason you are unable to meet these requirements, promptly notify Skidmore's Human Resources Department (phone # 518-580-5800).