



## **POLICY REQUIREMENTS**

### **Conditions of Pre-Employment**

The Town reserves the right to conduct pre-employment screening examinations designed to prevent hiring individuals who use drugs.

To determine the suitability of employees to work for the Town, the following pre-employment conditions are established:

- 1) Job applicants may be drug tested prior to employment. Any job offer, which a job applicant may receive from the Town, is contingent upon successfully completing a required physical examination which includes a drug screen.
- 2) Any job applicant who refuses to submit to drug and alcohol testing as part of the pre-employment testing process will be refused employment.
- 3) Any job applicant who tests positive for drugs or alcohol use will be refused employment at that time.
- 4) Confidentiality will be maintained pursuant to this policy.
- 5) The Town will not discriminate against applicants for employment because of the past abuse of drugs or alcohol. It is the current abuse of drugs or alcohol that the Town will not be tolerated.

Entire official written policy available upon request.