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Resource Mary Roxer: Vice President Total Rewards and HR Operations  
Policy Area Human Resources  
Applicability Valley Health System - System Wide

## Random Urine Drug Screen Program, HR 607

### Policy:

It is the policy of Valley Health System (VHS) to establish, review, and maintain protocols to support an effective Random Urine Drug Screen program and provide a safe environment for all.

### Purpose:

The purpose of this policy is to describe the process used by Employee Health (EH) to implement the VHS, Random Urine Drug Screen (UDS) program.

### Percentage of Employees Tested:

The percentage of employees to be tested will be determined by the VHS Executive Management Team (EMT) during the 4<sup>th</sup> quarter of the previous year.

### Statement of Procedure:

#### A. Employee Selection:

1. Random UDS tests are performed on all current employees based on their primary employment position.

#### B. Method:

1. EH will use a computer program to randomly select the predetermined percentage of employees to be tested beginning January 1 through December 31 of each year.
2. "Random testing is performed on an unannounced, unpredictable basis on

employees whose identifying information (e.g., social security number or employee number) has been placed in a testing pool from which a scientifically arbitrary selection is made." This selection is computer generated to ensure that each VHS employee has an equal chance of being selected for testing, regardless of whether the employee was recently tested or not. (Drug-Free Workplace Advisor, U.S. Department of Labor, retrieved from <http://www.dol.gov>).

**C. Notification:**

1. The randomly selected employees will be notified by their Department Director, designee, and/or EH in a manner which will allow them to immediately report to the designated laboratory while remaining on the clock during the shift notified, not to exceed **twelve (12) hours** after receipt of notification.

**D. Informed Consent:**

1. Each employee selected will be required to sign **Notification / Informed Consent Form** prior to submitting a urine sample.

**E. Collection Site:**

1. Selected employees must report to the nearest VHS Lab listed on the **Notification / Informed Consent Form** with a copy of **Notification / Informed Consent Form** within 12 hours of notification.
2. It is the selected employee's responsibility to provide a urine sample within the 12-hour time-frame allowed post-notification.
3. Testing can take up to 3 hours to obtain a specimen.

**F. Test Results:**

1. Test results will be reported to the VHS EH department. Follow up may be required by a Medical Review Officer (MRO), reporting to VHS Human Resource (HR) department and appropriate professional regulatory boards and/or termination of employment.
2. Test results remain the property of VHS.

**G. Employees Unavailable at Time of Selection:**

1. Should the selected employee be unavailable for reasons such as Family Medical Leave, Military Leave, Disability or other approved leave the selected employee will not be tested at this time.

**H. Non-compliance:**

1. Failure to comply constitutes insubordination and may be grounds for corrective action and/or termination of employment. In rare instances, circumstances will be evaluated on a case-by-case basis and decided by legal counsel and the VHS, HR department.

**I. Release of Medical Information:**

1. Information obtained will not be revealed to outside agents, excluding professional health regulatory boards, or the service of a subpoena or other court order.

**J. Payment:**

1. Selected employees will not be held responsible for cost incurred related to initial urine drug screen collection and testing.
2. Re-analysis of submitted split sample will be allowed at the employee's expense.

## References:

[HR 523 Mandatory Reporting](#)

[HR 532 Substance Free Workplace](#)

[HR 602 Impairment/Fitness for Duty Assessment](#)

## All Revision Dates

07/2020, 01/2015

## Approval Signatures

Step Description	Approver	Date
	Elizabeth Savage: SVP/CHRO and VP Community Health & Wellness	07/2020
	Mary Roxer: VHS Director, Total Rewards & HR Compliance	07/2020