



## Drug and Alcohol Screening & Testing Protocols

### Pre-employment:

A job offer is contingent upon passing a drug test. Applicants must pass the drug test prior to beginning work. Refusal to submit to testing may result in disqualification of further employment consideration.

### Pre-employment Process for New Hire:

Task	Description
Task 1	When a signed offer is received, the background request is initiated in the Human Resources Information System (HRIS).
Task 2	The background package request is automatically submitted to the selected candidate. The selected candidate will need to enter all requested information from the vendor to begin the process.
Task 3	Human Resources verifies all information has been entered and is in process. <ul style="list-style-type: none"><li>• Highest level of education/education required for position</li><li>• Two most recent employers (the vendor) will not verify beyond 7 years per guidelines.)</li><li>• Felony criminal background (Candidate will enter all addresses that they have lived in the past 7 year.)</li><li>• Drug Screen (Candidate will select drug screen location and complete drug screen within 2 business days.)</li></ul>
Task 4	Human Resources monitors the background process and requests any additional documentation from candidate as needed.
Task 5	Once education and two previous employers have been verified, criminal felony completes with no instance, and drug screen comes back as negative – the candidate is now ready to be moved forward in HRIS to ready for hire.

### Reasonable suspicion:

Employees are subject to drug or alcohol testing based on but not limited to observations of apparent use, possession or impairment during your workday. Observations and behaviors that create a reasonable suspicion that an employee is under the influence of illegal drugs, alcohol or drugs for which the employee does not have a current prescription.

### Post-accident:

Employees may be subject to testing when they cause or contribute to workplace accidents and there is reasonable objective belief that drugs or alcohol contributed to the accident.

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**Collection and Testing Procedures:**

Blue Cross may use a urine drug screening test, breath or blood alcohol test and/or other approved medical testing procedures to assist in the control or detection of drug or alcohol usage. These and other tests may be used for the testing of job applicants and current employees.

Refusing to cooperate, tampering or interfering in any manner in a drug or alcohol test may be grounds for immediate termination.

Testing positive for illegal drugs or for drugs for which the employee does not have a current prescription or for alcohol during your workday may be grounds for immediate termination.

Contact an employee relations partner in Human Resources with questions about this policy and/or the process.

All drug and alcohol testing will be administered in accordance with applicable state and federal law.