



Procedures for Catholic Schools' Pre-employment Drug Testing – Updated 01/08/2019

1. **First, and foremost, an offer of employment must be made and accepted prior to pre-employment drug testing.**
2. The administrator (or representative) should email **LaTanya Warren, HR Generalist**, in the diocesan Human Resources Office at lwarren@cdow.org. Copy Mary Filippone at mfilippone@cdow.org on each email request sent to LaTanya.

In your email include the following:

“Pre-employment drug testing request for Catholic school employee:

- ***Name of Candidate for Employment***
- ***School Name***

3. LaTanya will email the administrator (or representative) the required authorization form for the candidate to take to WORKPRO/Pivot Occupational Health. The candidate must fill in the name and date sections on the form. **A candidate SHOULD NOT go to WORKPRO/Pivot until LaTanya has been contacted or without the proper authorization form.**

IMPORTANT: A candidate for employment has 24 hours from receiving the authorization form to complete the pre-employment drug testing.

4. The candidate is responsible for the cost of the test (\$35.00) paid directly to the WORKPRO/Pivot site. Please remind the candidate to obtain a receipt. The school/parish should reimburse the candidate when employment begins.
5. WORKPRO/Pivot will send the test results to the diocesan Human Resources Office. Results are generally returned within 48-72 hours after the test has been taken. LaTanya will email the outcome of the test to the administrator (or representative) and Mary Filippone. The response will include the following information:

- ***Name of Candidate for Employment***
- ***School Name***
- ***“Cleared” or “Not Cleared”***

If you do not receive the results from LaTanya within 72 hours, please contact her.

6. The “Cleared” result should be placed in the employee’s personnel file.
7. In the event a candidate is “Not Cleared” there will be further review and conversation with the diocesan Human Resources Office regarding the specific results of the test and the administrator will be updated.

Any questions pertaining to the pre-employment drug testing should be directed to Mary Filippone at mfilippone@cdow.org or 302-573-3133.