Procedures for Catholic Schools' Pre-employment Drug Testing – Updated 09/01/2020

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 **Donna Jones, Human Resources Generalist**, in the diocesan Human Resources Office at djones@ccwilm.org.

   In your email include the following:

   "Pre-employment drug testing request for Catholic school employee:
   - *Name of Candidate for Employment*
   - *School Name*

3. Donna Jones will email the administrator (or representative) the required authorization form and instructions. The candidate must fill in his/her name and date on the form. **A candidate SHOULD NOT go for pre-employment drug testing until the proper authorization form and instructions have been received.**

   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 site. Please remind the candidate to obtain a receipt. The school/parish should reimburse the candidate when employment begins.

5. The test site will send the results to the diocesan Human Resources Office. Results are generally returned within 48-72 hours after the test has been taken. Donna Jones will email the outcome of the test to the administrator (or representative).

   The response will include the following information:

   - *Name of Candidate for Employment*
   - *School Name*
   - *"Cleared" or "Not Cleared"*

   If you do not receive and email with the results within 72 hours, please contact Donna Jones.

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.