

The University is committed to providing and ensuring a safe and secure environment for all employees and visitors/observers of the University community and its properties. In support of a safe and secure campus community, drug screening is required as part of the on-boarding process for certain employees, visitors/observers, and affiliates as indicated in the chart below. Anyone who requires a drug screen is prohibited from starting employment or a visitor/observership until clearance from Human Resources is granted.

**For CUIMC:** The Joint Commission requires drug screening for all employees, visitors/observers, and affiliates that have direct contact with patients in New York-Presbyterian Hospital (NYP) through the delivery of treatment, the conduct of evaluation, the enrollment of patients in studies, or the collection of data or specimens.

### Scope of Drug Screening Process:

The drug screen must be initiated as part of the pre-offer screening process for positions where drug screening is required. An employee cannot receive a conditional offer of employment or begin employment until clearance from Human Resources is granted.

For visitors/observers in Joint Commission space, the drug screen must be initiated and cleared prior to the start of the program. A visitor/observer cannot begin a program until the visitor application is approved by Human Resources.

It is the responsibility of the department, center, or administrative unit to ensure that all prospective employees and visitors/observers complete all required verifications, prior to their start date. Please consult with your designated HR Business Partner for further guidance.

Below is a list of employee and visitor/observer classifications that are required to comply with the drug screen process:

Campus	Officers of Administration	Union Staff	Non-Union Staff	Short-Term Casuals, Student Casuals, and Variable Hours Officers	Visitors (Volunteers, Trainees, and Observers)
CUIMC	Yes (only positions that fall under Joint Commission)	Yes	Yes	Yes (only positions that fall under Joint Commission)	Yes (only, those who will be observing for a period greater than 90 days and fall under Joint Commission)
Morningside, Manhattanville, Lamont	No	Yes (Only Facilities-related roles)	No	Yes (Only Facilities-related roles)	No

## Process and Procedures:

### For Identified Officers of Administration at CUIMC (as listed above)

For identified Officers of Administration, drug screening is conducted at NYP Workforce Health and Safety during the officer's medical surveillance appointment.

### For Identified Officers of Administration at Morningside/Lamont/Manhattanville, and Support Staff, Short Term Casuals & Variable Hours Officers, and Visitors for all campuses (as listed above)

Columbia University has contracted with HireRight to provide background checks for prospective employees and visitors/observers which include drug screening services. To order drug tests, authorized personnel must first request access to the background check system. In order to get access to the system, users are required to complete the Background Check training. Once training is completed, access requests can be made by contacting Morningside/Lamont/Manhattanville at [hrcs-bc@columbia.edu](mailto:hrcs-bc@columbia.edu) or CUIMC HR at 212-305-3670 or [cumchr@cumc.columbia.edu](mailto:cumchr@cumc.columbia.edu). Access will be granted at the discretion of Human Resources.

Once access is granted, users will be able to log-on to the third-party portal to order and schedule drug test appointments for their candidates.

After a drug test is scheduled, the candidate will receive an email notification with details of their upcoming drug test appointment.

After the completion of the drug test appointment, Human Resources will receive a report indicating the results of the candidate's drug test. Human Resources will grant clearance once all results from the background checks are received and are satisfactory.

**PLEASE NOTE: Clearance from Human Resources is required in order for the new hire to begin work or the visitor/observer to begin their program.**

The department is responsible for the costs of the drug tests requested. Departments will be invoiced for drug screens ordered through the third-party system.

## Refusal to Undergo Testing:

Candidates who refuse to submit to a drug test or who fail to show up for a drug test will no longer be considered for employment or visitorship/observership.

Current employees who refuse a required drug test will be subject to appropriate discipline.

## Right to Review Records:

The testing laboratory will only provide a copy of test results to candidates who have been cleared and request their records. Individuals who are not cleared will receive a copy of the report along with other information from the University. (See "Positive Test & Appeal" section below.)

## Confidentiality Requirements:

All records concerning test results from HireRight will be kept in separate files from University personnel files.

## Positive Test & Appeal:

Individuals who test positive on an initial screening test, will be notified of the test results and the reason why he/she is no longer being considered for employment. Visitors/Observers who tests positive will have their visitor application denied.

All Individuals have the right to contact the testing laboratory office to be provided with an explanation of his/her test results. These discussions shall be considered confidential except that information disclosed in such tests will be communicated to the University or within the Lab to those who need to know such information in order to make proper decisions regarding the test results or regarding the employment of the individual.

Individuals may request an appeal of positive test results within five (5) working days after notification by the University of such positive test result. These requests will be reviewed on an individual basis and a final determination will be made by Human Resources.

## Re-Application

The University prohibits re-application for twelve (12) months from individuals who formerly tested positive for drugs. These requests will be reviewed on an individual basis and a final determination regarding the candidate's re-application will be made by Human Resources.

## Appendix A

On April 9, 2019, the New York City Council passed legislation that bans pre-employment testing for marijuana. Pursuant to this legislation, the University will use a nine panel drug test that excludes marijuana, except as otherwise required by applicable law.

10 Panel Test (with Marijuana) – Required by Law
<ul style="list-style-type: none"><li>Any position where individuals require OSHA 10 training to work on construction sites pursuant to section 3321 of the New York City building code or section 220-h of the labor law</li><li>Any position requiring a commercial driver's license (including positions requiring trucks driving licenses).</li><li>Any position requiring any federal or state statute, regulation, or order that requires drug testing of prospective employees for purposes of safety or security;</li><li>Any position with the potential to significantly impact the health or safety of employees or members of the public, as determined by: (i) the commissioner of citywide administrative services for the classified service of the city of New York, and identified on the website of the department of citywide administrative services, or (ii) the chairperson, and identified in regulations promulgated by the Commission;</li><li>Department of Transportation (DOT) Drivers</li></ul>

9 Panel Test (without Marijuana)
<ul style="list-style-type: none"><li>All other employees and visitors/observers subject to drug testing</li><li>Contracted Vendors and Agency Staff in non-Joint Commission space</li></ul>

Guidelines Issued: January 1, 2006  
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