

## HCC Drug Testing Procedures for Part-Time Hiring

As stated in HR Procedures C.3.2.3 - Pre & Post Employment Criminal Background Check, Fingerprinting & Drug Testing, it is a condition of employment for employees in a safety-sensitive position to complete the drug testing requirement prior to beginning the assignment.

### The drug testing requirement applies to the following:

New or Former Employees hired into a Safety-Sensitive position or Current Employees moving into a Safety-Sensitive position.

**Supervisors:** Please follow the steps below after the conditional job offer is made and before the employee begins working:

1. **Immediately after the conditional job offer is made, the Hiring Supervisor will:**
  - a. Determine if position is a safety sensitive position (see list below)
  - b. Inform the employee that he/she will need to be drug tested and will be contacted by the Employee Records (ER) department with instructions,
  - c. Email Employee Records ([employeerecords@hccs.edu](mailto:employeerecords@hccs.edu)) with the following information:  
**(This must be done immediately after conditional job offer is made because the employee must be drug tested within 72 hours)**
    - Name of Applicant
    - Applicant's Anticipated Start Date
    - Applicant's Email Address
    - Applicant's Position
    - Applicant's Phone Number
    - Supervisor's Name
2. Employee Records will contact the applicant via telephone or email to obtain the desired lab location.
3. Once location is selected, ER will email the applicant the Drug-Test Authorization form (with Deadline Date) to print and take to their appointment.
4. The applicant will have three (3) business days to complete the drug testing requirement. If employee fails to complete the requirement, the employee will not be eligible to work for HCC for one year.
5. Once drug-test results are received, the Hiring Supervisor will be notified via email from ER whether or not the individual has been approved to begin working.
6. If approved, the Hiring Supervisor will attach a copy of the "DT Approval" email to the new employee packet and release paperwork to next department upon notice from Employee Records.

### List of Safety-Sensitive Positions\* (Per HCC Policy C:12 Drug and Alcohol Free Workplace persons applying for positions designated as a safety-sensitive or as otherwise required by state and/or federal law are required to undergo a pre-employment drug test once a conditional job offer is made.)

#### Faculty Positions

Auto Mechanic  
 Chef/Culinary Arts (JAIL Program)  
 Chemical Laboratory  
 Chemistry  
 Child Development  
 Commercial Truck Driving  
 Dental Assistant  
 Driver's Education  
 Electricians  
 EMS/Clinical  
 Heavy Vehicle Maintenance  
 Histologic Technician  
 Industrial Electricity  
 Medical Lab Tech  
 Nuclear Medicine  
 Occupational Therapy Assistant

Pharmacy Technician  
 Phlebotomy  
 Physical Therapy Assistant  
 Surgical Technology  
 All other Health Sciences

#### Staff (Non-Faculty) Positions

Building Services Assistant  
 Campus Service Technician  
 Carpenter  
 Chief of Police  
 Director Building Operations  
 Director of Maintenance  
 Dispatcher  
 Distribution Specialist  
 Environmental Safety Manager

Ex. Dir. Facilities & Maint. Operations  
 Ex. Dir. Consr. & Program Mgmt  
 Food Service Worker  
 Lieutenant  
 Load Dock Supervisor  
 Locksmith  
 Locksmith Supervisor  
 Maintenance Project Manager  
 Maintenance Specialist I and II  
 Manager Child Care  
 NEO Cook  
 Peace Officer  
 Peace Officer SR  
 Safety Specialist  
 Security Officer  
 Teaching Assistant (CTD)

Tenant Property Mgmt.

**\*Other positions may be added to the list. Positions that are regulated by the Dept. of Transportation (DOT) & the Dept. of Public Safety (DPS), which may not be listed, also require pre-employment drug testing per state and/or federal law. College departments that fall under DOT & DPS regulations will continue managing their current pre-employment testing procedures.**