



Department of Personnel Services

IMPORTANT

Drug-Free Workplace

School Board of Alachua County Policy 6.132 requires drug testing. After being offered employment and prior to reporting to your worksite, Personnel Services will direct you to report for a drug test **within 24 hours**. Your name and social security number will be forwarded to the drug-testing lab. Failure to report to the lab within 24 hours of a job offer or a positive test will result in the job offer being rescinded. Please take positive photo identification with you. At the lab, you will be asked to provide a urine sample. The School Board of Alachua County pays for the test.

The lab is open from 8 a.m. to 5 p.m. The lab's doctors will notify you of any positive test results, as well as notifying Personnel Services. Personnel Services may have a conference with you to discuss positive test results and you will be notified in writing of the results. If you have not been contacted by Personnel Services about a positive test result, you may report to Employee Orientation on the first workday of the week (usually Monday, unless Monday is a holiday, then it would be Tuesday) at 8:30 a.m. in the Kirby-Smith Boardroom, 620 East University Avenue.

I hereby affirm that I have received information on School Board of Alachua County Policy 6.132 regarding drug testing. I understand that employment is contingent upon reporting to the lab for drug testing within 24 hours of a job offer and a negative test result.

Signature of Employee

Date