



# American Drug Testing

*Drug-Free Workplace Programs*

Volume 1

Issue 79

(843) 747-4111

## DRUG-FREE WORKPLACE ADVISOR

AN ONGOING SERIES TO PROTECT YOUR COMPANY BY HELPING TO KEEP DRUGS OUT OF YOUR WORKPLACE.

### Components of a Drug-Free Workplace, Part II

*Part II of a multi-part series.*

#### Needs Assessment

Before considering the five components, employers should examine the needs of their organizations and take steps to ensure that the programs they design will work well in their workplaces. There are numerous reasons why employers and unions establish drug-free workplace programs. Among the leading reasons are:

- To comply with laws or regulations
- To qualify for insurance discounts, rebates, and other incentives
- To prevent associated problems (e.g., absenteeism, accidents, injuries, productivity loss)

- To respond to an incident or pattern of substance abuse

*“A needs assessment can determine whether alcohol or other drugs are effecting the workplace...”*



stance abuse

- To express support for the majority of employees who do not abuse alcohol or other drugs
- To invest in worker health, safety, and productivity

- To market drug-free workers and services

A needs assessment can determine whether alcohol or other drugs are affecting the workplace, can identify resources and strengths, can examine appropriate policy and program options, and can help illuminate cost-effective strategies for achieving organizational goals. When beginning to assess the needs of the workplace, some key things

to consider are:

- Does the workplace fall under specific legislation?
- Are employees in safety-sensitive roles? For example, do they drive vehicles, operate machinery, handle chemicals, or work with the public—particularly with children?
- Are employees in jobs that are security sensitive? For example, are they responsible for confidential ideas, products, plans, or documents?
- Are they responsible for accounting, cash, inventory, or stock?
- Do employees work offsite, such as traveling salespersons, home workers, or home health care workers?
- Do certain employees perform key functions of the organization (such as accountants who handle large sums of money; salespersons who represent the company; employees who monitor computers, nuclear power dials, etc.; or supervisors who

manage many employees)?

- What kinds of drug-free workplace resources are available within and outside the organization, and at what cost? That is,

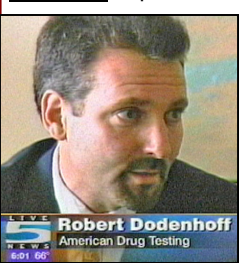


what are the costs and benefits of implementing different types of drug-free workplace programs?

*Source: SAMHSA (Substance Abuse Mental Health Services Administration) Coming in part III: Written Policies.*

For more information about the elements in this article—or any drug testing needs—visit us at [www.AmericanDrugTesting.net](http://www.AmericanDrugTesting.net) or call 843-747-4111.

#### **The Drug-Free Workplace Advisor** is published by



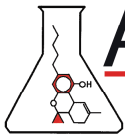
American Drug Testing, a leading drug-free workplace administrator and testing company.

Let us help you maintain a drug-free workplace. Call (843) 747-4111.

© 2006 American Drug Testing

#### **Distribution List**

- \_\_\_\_\_ HR
- \_\_\_\_\_ Management
- \_\_\_\_\_ Office Staff
- \_\_\_\_\_ Manufacturing
- \_\_\_\_\_ Transportation
- \_\_\_\_\_ \_\_\_\_\_
- \_\_\_\_\_ \_\_\_\_\_



# American Drug Testing

*Drug-Free Workplace Programs*

## Employee Background Checks

The following are samples of some of the Employee Background Checks available from America Drug Testing. Simply log on to [www.AmericanDrugTesting.net](http://www.AmericanDrugTesting.net) and immediately begin your background checks.

**Credit History:** (Pre-Employment Evaluation Report) – An employment credit report let's you know an applicant's level of financial responsibility, which can be particularly when hiring for certain positions. This search provides a trend report detailing an applicant's ability to meet regular financial obligations and pertinent public records, such as collections, lawsuits or judgments. All searches are conducted thoroughly, while protecting the legal rights of all applicants at the same time. **\$9.00**



**Federal (National) Criminal History:** (Criminal Offender Database) – Contains more than 180 million criminal record files from a multitude of federal, state and local criminal record repositories. Applicants with prior criminal records don't always reveal vital information. We conduct only 100% in person, real time searches to provide the most comprehensive, up to date information available. **\$20.00**

**Personal References:** References provided by applicants will be contacted directly. **\$15.00**

**Criminal History (County):** - Both a national criminal database check as well as physical county record check. The national criminal database does not contain records for every single county within the United States. **\$25.00**

**Motor Vehicle Report** - Checks driving history, including speeding, reckless driving, accidents and driving under the influence. Revoked and suspended licenses are also reported. This search provides additional identity verification, including name, SSN and vital statistics. **\$20.00**

**Previous Employment Verification:** - Provides direct contact with previous employers to confirm stated work history, including dates of hire, terminations, job title and rehire eligibility. **\$18.00**

**Education Verification:** - Confirms educational credentials through direct contact with educational facilities. During the hiring process, employers often scrutinize an applicant's educational background, assuming the information provided is accurate. **\$20.00**

**National Social Security Search (NSSS):** - The social security number is one of the most abused pieces of personal information. This check targets counties in which applicants have resided, but have not disclosed, to uncover possible criminal histories. Alias and maiden names can also be discovered through an NSSS search. **\$10.00**



**State Criminal:** - Records will be checked utilizing individual repositories for each state. These state databases are typically maintained by State Police agencies. These databases often contain records from each individual county within that state. Currently, some states maintain very accurate databases while others are spotty. Please review the state reliability report provided by Infomart. **\$19.00**

**Sex Offender:** - A Sexual Offender Registry Check, in available states, may reveal information relative to applicants with histories of sexual crimes, the severity of those offenses, personal defendant identifiers and arrest dates. (Calif. add \$26.00) **\$18.00**