



JAY DARDENNE
LIEUTENANT GOVERNOR

State of Louisiana
OFFICE OF THE LIEUTENANT GOVERNOR
DEPARTMENT OF CULTURE, RECREATION & TOURISM
OFFICE OF MANAGEMENT AND FINANCE

CHARLES R. DAVIS
DEPUTY SECRETARY

DESIRÉE W. HONORÉ
UNDERSECRETARY

HUMAN RESOURCES MEMORANDUM NO. 2012-034

TO: Lt. Governor, Deputy Secretary, Undersecretary, Assistant Secretaries, Deputy Assistant Secretaries, Program Managers, and Directors

FROM: Rikki Nicole David, SPHR *RND*
Human Resources Director

SUBJECT: 48-Hour Drug Testing Period for Pre-Employment

DATE: December 11, 2012

This memo is intended to stress the importance of complying with the procedures relative to pre-employment drug testing. As stipulated in PPM #11, Substance Abuse and Drug-Free Workplace Policy, "Once an offer is made, the applicant has 48 hours to be tested."

As soon as the selected applicant verbally accepts the job offer, he/she only has 48 hours in which to:

1. Come to the work site to sign the Conditional Offer of Employment and complete his/her I-9 form for E-Verify purposes;
2. Pick-up the drug screen paperwork;
3. Report to an approved SECON drug testing facility and submit to a drug screen.

It has come to HR's attention that hiring managers have been failing to properly advise applicants of the 48-hour testing period, such that some applicants are being allowed to wait anywhere from several days up to a week or more to sign the job offer and/or complete the drug screen. By allowing such time to lapse, applicants have the ability to detoxify before reporting for the drug screen, thereby rendering the test useless in identifying substance abuse by potential employees.

Given this, PPM #11 requires that, "If the supervisor fails to advise the applicant of the 48-hour testing period, and the test is administered after 48-hours, it is the supervisor's responsibility to contact the applicant to advise them they cannot be employed due to the supervisor's failure to inform them of this special stipulation." In light of current staffing shortages, such termination of the hiring process could prove detrimental to the work site, making compliance with this provision that much more important.

If you have any questions related to drug testing, please contact our Drug Testing Coordinator, Alex Pace, at (225) 342-0880.

RND:ap

c: Personnel Liaisons

Please Post and Circulate