

Drug Screening Procedure

August 19, 2008

This procedure is intended to support Section XII of the Town of Amherst Personnel Policy.

1. The prospective new hire or current employee will be given a drug screening form (copies in the Town Hall vault) and a copy of this sheet.
2. The prospective new hire or current employee will be sent to Lab Corp for testing (directions and map below). Prospective new hires are to arrange for their own transportation. Current town employees will be reimbursed for transportation costs only if a Town vehicle is not available.
3. The prospective new hire or current employee will return “copy 4” from form sheet to his or her potential or current supervisor after the test has been completed.
4. The results will be transmitted to the Town Manager after the test has been read.

Location and Map

Lab Corp - 2025 Tate Springs Rd; Lynchburg, VA 24501 (near Lynchburg General Hospital)

