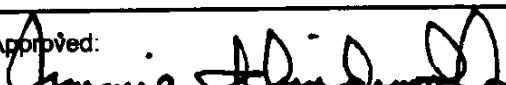


Department of Public Works and Engineering

Subject: DRUG TESTING: REQUEST FOR RETEST OF ORIGINAL DRUG TEST SAMPLE	Departmental Policy 1-16	
	Effective Date: Upon Approval	
<p>I. Purpose</p> <p>To establish a uniform procedure for retesting on original sample given by an employee during a drug test.</p> <p>II. Scope</p> <p>This policy applies only to Department of Public Works and Engineering employees who are tested under the guidelines specified in Executive Order 1-12 (Revised 10-26-93) and supersedes any other former Departmental policy, procedure or directive.</p> <p>III. Policy</p> <p>It is the policy of the Department of Public Works and Engineering that any employee requesting a retest of their original sample adhere to the following guidelines after notification by the Deputy Director of Employee Relations (or designee) of a positive drug test result:</p> <ul style="list-style-type: none">A. Arrangements for the retest must be conducted through the Personnel Department and coordinated with the Employee Health Services Division, and must occur within three (3) working days after the employee has taken receipt of the "Confirmation of Drug Test Results" letter.B. Retest of the original sample will be performed at the <u>employee's</u> expense, and must be paid for prior to this second test.C. Retest of the original sample will be conducted by a testing facility approved by the City of Houston. The Employee Health Services Division will provide a list of approved testing facilities.D. If the Employee Health Services Division does not receive correspondence within the three day period after the employee takes receipt of the "Confirmation of Drug Test Results" letter, then the option for retest of original sample will be revoked.		
Approved: 	Date Approved: 2-1-95	Page 1 of 2

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IV. Compliance

Adherence to the above is mandatory. Any employee who violates this policy may be subject to disciplinary action.

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