CITY OF KINSTON
Personnel Policy

Subject:	Section:		Review Responsibility:		
Alcohol and Substance Abuse/Drug Free Workplace Appendix C	Employee Health Services		Director of Human Resources		
	Policy #:: 1	Effective Date: 2/17/2017	Rev. #: 6	Revision Date: 2/15/2017	Page: 1 of 1
	Supersedes: 5/1/2004	Prepared By: Gloria Blake		Approved By: Tony Sears	

Appendix C

Notice of Positive Drug/Alcohol Examination Results

Name: _____ Date: _____

Address: _____ City: _____ State: _____ Zip:_____

Social Security Number: _____ Dept. Div.: _____

The Laboratory's report on the drug/alcohol screen that you completed on _____ indicates : _____

This finding disqualifies you for employment with the City of Kinston. You are not eligible for employment with the City of Kinston at this time and are barred from reapplying for employment for six months from the date of this notification.

If you have any questions, please contact the Employee Health Nurse at (252) 939-3373.

A copy of your test results are attached and verify the two test method for positive results. The drug screening process includes a second confirming method known as Gas Chromatography /Mass Spectrometry (GC/MS) method. Employment decisions based on drug screening results are final and appeals shall not be considered.

_____ _____

Employee Health Nurse Date

Verbal Notification to:

Human Resources Director:_____ Date: _____

Department Head: _____ Date: _____

Notice by certified mail (date): _____