

# inside scoop

a supplement to the castle branch news, published monthly

ATTENTION HR MANAGER

EMPLOYMENT SCREENING

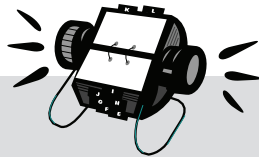
August 2009



## HOLIDAY SCHEDULE

MONDAY, SEPTEMBER 7TH  
**LABOR DAY**

NOTICE: CASTLE BRANCH WILL BE  
CLOSED ON MONDAY, SEPTEMBER 7TH.



FOR FURTHER  
INFORMATION,  
CALL 888 - 723 - 4263

### Customer Service

Select **OPTION 1** for general questions regarding results, turnaround times, and requests. Customer Service can also direct you to the appropriate individual or department for any additional employment screening needs.

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## DO YOU RE-CHECK?

We all recognize the importance of conducting thorough background checks on prospective employees, but how often do we re-check these employees? Castle Branch strongly recommends that follow-up background checks be conducted on all employees.

Everyone experiences meaningful lifestyle changes during their lifetime. Personal and financial circumstances change. An individual's financial stability may deteriorate, personal integrity or conduct can change and a person's behavior can be influenced by others with improper or illegal motives. You should not assume that an employee's record will remain clean. It is smart to implement a policy of re-checking key employees once or twice a year. Re-checking is vital in maintaining the safety and integrity of your workplace.

An Account Manager is available to customize a re-certification background screening program that is tailored to meet the needs of your organization. Most searches included in an initial background check are oftentimes not necessary when conducting a re-check on an employee. Castle Branch strongly recommends implementing a re-certification process for your employees and is available to help create the best solution for your organization's re-certification screening needs.

If you would like to implement a recheck program please fax this form in to Castle Branch at 910-772-1528. If you have any questions please contact your Account Manager or Customer Service at 888-723-4263 extension 1.

**Yes!** I would like to implement a re-check program. Please contact me to get set up:

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Company: \_\_\_\_\_ CAC (if known): \_\_\_\_\_

Phone: \_\_\_\_\_ Please fax to: 910-772-1528

## Billing

Select **OPTION 3** for any questions concerning your invoice.

## Drug Testing

Select **OPTION 1** for all questions concerning drug testing, alcohol and drug background checks, and substance abuse policies.

## Keep in Touch

Has your email, mailing address, or other contact information changed since you signed on with Castle Branch? Please be sure to let us know!

Contact Customer Service with the new information at your earliest convenience.



## THE IMPORTANCE OF DRUG TESTING – ESPECIALLY FOR SMALLER EMPLOYERS

In a recent government study, one in 12 full-time American workers admitted to using illegal drugs within the last 30 days. Of those individuals, roughly 30% said they would be less likely to work for an employer who does random drug testing. The study is based on data from persons ages 18 to 64 who participated in the National Survey on Drug Use and Health. The study concluded that smaller employers “may provide a safe haven” for workers seeking to avoid drug testing.

Drug use by employees can be profoundly dangerous to a company and its other employees. There is a huge issue around long-term employee health problems, absenteeism and reduced productivity. Additional problems related to drug abuse include employees appearing unprofessional, higher turnover rates, higher company insurance rates, accidents at work and stealing in the workplace.

### **Why is illegal drug use by employees a particular concern for small businesses?**

The cost of drug-testing programs often makes them something that small business owners don't put on their priority lists, yet most drug abusers report that they are employed. The study also shows that 60% of drug users say they would not apply for or accept work at a company that has a drug-free workplace program. This raises the question of whether small business owners are absorbing the lion's share of illegal drug users as their employees.

### **How do you get started with a drug-free workplace program?**

First, decide what you want to accomplish. Pre-hire testing is easy and relatively inexpensive to implement. “Reasonable suspicion” testing also makes a lot of sense. This is where employees are tested after an accident or report of a problem with their performance. Neither of those things involves a big monetary commitment, but it does take a managerial commitment from the top down in the company. The advantage that a small business owner has is that he or she can convey the drug-free workplace message quickly and clearly. The important thing is to develop a policy and communicate it to your employees.

### **What to do if an employee tests positive for illegal drug use?**

Companies don't necessarily have to terminate the employee. They can allow people to go through evaluation and treatment and develop a return-to-work agreement that involves periodic future testing, so the employer knows that the employee is staying straight. Surveys of people in drug rehabilitation show that knowing their employer is holding their job and will be testing them when they return is powerful motivation. Overall, those people tend to do better in rehab. Unfortunately, there's a really high recidivism rate for substance abusers, approximately 80%. The recovery effort is a long one for most people.

Some employers, particularly in small companies where the employees are like family, may worry that drug testing lends an atmosphere of distrust or violates workers' privacy. There is no reason a drug-free workplace policy needs to invade anyone's privacy. If you use reasonable methods and ensure that employees can talk confidentially to a doctor about prescription medications that could cause a positive result, it becomes a health and safety policy. Companies can present drug testing in a positive manner. The thing to remember is that all your employees have rights, including the majority who are not drug abusers. And surveys show that people don't want to work side by side with drug abusers because it puts them in danger and puts extra responsibility on them to pick up the slack for their co-workers who are impaired.

For more information about developing a drug free workplace program, please call (888) 723-4263.