



# N.C. CONTROLLED SUBSTANCE EXAMINATION REGULATION ACT INITIAL NOTICE TO EMPLOYEES

## EMPLOYEE INFORMATION

LEGAL NAME (FIRST)

(MIDDLE)

(LAST)

## N.C. CONTROLLED SUBSTANCE EXAMINATION REGULATION ACT

In accordance with our organization policy, the Mountain Area Health Education Center, Inc. (MAHEC) is notifying you of a pre-employment testing that is required as part of your employment relationship. In accordance with 13 NCAC 20.0401, this Notice explains your rights and responsibilities under the N.C. Controlled Substance Examination Regulation Act ("CSERA") (Chapter 95, Article 20 of the N.C. General Statutes) and the corresponding administrative rules (Title 13, Chapter 20 of the N.C. Administrative Code).

- You may refuse this test; however, your employment opportunity may be in jeopardy.
- Although applicants may be screened by means of a "Quick Test," any positive results must be confirmed by an approved lab using gas chromatography with mass spectrometry (GS/MS) or equivalent scientifically accepted method before adverse decisions are made.
- Current employees cannot be screened by means of a "Quick Test."
- An approved laboratory must perform testing of samples.
- You can request a "re-test" of any positive sample. Retests must be of the same sample and must be paid for by the employee.
- You can file a complaint with the N.C. Department of Labor – Wage and Hour Bureau at (919) 807-2796 or 1-800-NC-LABOR if you believe procedural requirements of the CSERA were violated. The Department has no jurisdiction regarding an employer's requirement for controlled substance testing or its decisions regarding results of controlled substance testing.

## ACKNOWLEDGEMENT

By signing below, I acknowledge that I have received this notice of my rights under the N.C. Controlled Substance Examination Regulation Act.

EMPLOYEE SIGNATURE

DATE

PARENT / GUARDIAN SIGNATURE (if under 18)

DATE

EMPLOYER REPRESENTATIVE

DATE