



<b>Policy title</b> Pre-Employment Screening Policy	<b>Category</b> Human Resources
<b>Owner</b> Human Resources	<b>Approved by</b> Board of Governors

## Policy statement

- All prospective maintenance employees, housekeeping employees, and grounds employees are required to submit to a pre-employment physical examination and drug screening by a medical clinic selected by Nebraska Wesleyan University.
- The screening process proceeds only after the position has been offered and accepted.
- The screening applies only to the essential functions set forth in the job description.

Questions about this policy and implementation procedures should be referred to the Human Resources Office.

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Last revised date January 17, 2020