

Standard Operating Procedure  
New Hires – Background Checks and Drug Testing

Effective Date: October 2010

Applies To: All Principal Investigators/ Program Directors/ Department Designees

In 2020, Downstate determined that all new hires must undergo a background check and undergo a drug test prior to hire.

In order to be compliant with this policy the Research Foundation (RF) will also have each candidate selected by the Program, submit to the same screening policies. The costs associated with this background check and drug testing will be proportionally applied to the grant(s) that the new employee will be assigned.

However, if there is a need to apply the associated cost to a different account, the PI or designee must provide the replacement account numbers (Project – Task – Award) to the RF Human Resources office within thirty (30) days of submitting the candidate's appointment package. Failure to submit a replacement account within these 30 days will result in the charges being applied to their assignment account based on their labor distribution.