

# **C O N F I D E N T I A L**

## **Uwharrie Capital Corp Uwharrie Bank Uwharrie Investment Group**

### **N.C. Controlled Substance Examination Regulation Act**

#### **Initial Notice to Employees/Applicants**

In accordance with our company policy, you have been selected for a (specify “pre-hire,” “post-accident,” “random,” etc.) controlled substance test. 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 job or employment opportunity may be in jeopardy.
- Employers may collect samples from both applicants and current employees on-site.
- Employers may screen samples from applicants using a “Single-Use” Device or “Quick Test.” However, all screening of samples for current employees must be conducted by an approved laboratory.
- For applicants, any positive results must be confirmed by an approved lab using gas chromatography with mass spectrometry (GS/MS) or an equivalent scientifically accepted method unless the applicant signs a written waiver at the time or after they receive the preliminary test result.
- For current employees, any positive results must be confirmed by an approved lab using gas chromatography with mass spectrometry (GS/MS) or an equivalent scientifically accepted method.
- Both applicants and current employees can request a “re-test” of any positive sample that has been confirmed by an approved laboratory. The re-test can be conducted by the same or another approved laboratory. All re-tests must be of the same sample and must be paid for by the applicant or current employee.
- Results of controlled substance examinations, medical histories and use of lawful prescription drugs must be kept confidential by the employer.
- 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.

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**Applicant/Associate**

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**Date**

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**Uwharrie Capital Corp – Employer Representative**

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**Title**

***Disclaimer:** The foregoing information is presented solely for the convenience of the reader and is not intended to replace any official source. Under no circumstances shall the Department of Labor be liable for any actions taken or omissions made from reliance on any information contained herein.*