MODULE 4: FOUR KEY DECISIONS ABOUT TESTING
#2: WHO TO TEST

Most companies apply all applications of testing to all employees – everyone is pre-employment tested, for example, and everyone is in the random testing pool. However, your policy can specify different testing applications for certain groups based on objective criteria like safety sensitivity or business necessity.

For example:

- **Random testing** may be limited to safety-sensitive positions or jobs with specific requirements.
- **Pre-employment testing** may only be conducted for those hired into safety-sensitive roles.

Key Considerations:

- **Objective Criteria:** Decisions about who to test must be based on objective factors like job duties and risks involved, not personal attributes or random circumstances.
- **Consistency:** Apply testing applications consistently as outlined in your policy.
- **Clear Definitions:** If differentiating based on "safety-sensitive" positions, clearly define and list those positions in your policy.
- **Legal Compliance:** Ensure your testing policy aligns with all applicable laws and regulations, including those related to discrimination and equal employment opportunity.
- **Incentive Opportunities**: Be sure your testing decisions comply with the requirements of any state incentive program(s) you wish to take advantage of (e.g., workers' compensation premium credits).

Important Reminder: Avoid haphazard application of testing. Clearly articulate in your policy who will be tested and under what circumstances to ensure fairness and transparency.

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