

DEPARTMENT OF HUMAN RESOURCES  
CITY OF NEW HAVEN

200 Orange Street, New Haven, CT 06510  
(203) 946-8252  
www.newhavenct.gov

## PRE-EMPLOYMENT DRUG SCREENING & PRE-EMPLOYMENT PHYSICAL INFORMATION SHEET

It is required that you have a Pre-Employment Drug Screening and possibly a Pre-Employment Physical with **Yale New Haven Occupational Health and Wellness Services**.

1. You must contact our office to arrange your **Pre-Employment Drug Screening within 3 business days of accepting your offer**. Failure to do so will result in your offer of employment being rescinded.
  - Please call our office at 203-946-8252, 203-946-5804, or 203-946-8255.
  - Once discussed and arranged, our office will transmit your time-stamped Drug Screening Requisition to the facility.
2. *Once our office transmits your Drug Screening Requisition to the facility, you will have until the end of that day to complete the screening.*
  - There is no appointment necessary; this is a walk-in but must be completed that day.
  - You must follow the health & safety protocols of that office, which may include wearing a mask.  
**Yale New Haven Occupational Health and Wellness Services, New Haven\***  
175 Sherman Avenue (across from the St Raphael campus of Yale)  
*Offices in the building may be under renovation.*  
New Haven, CT 06511  
Phone - 203-789-3392  
*\*this location is close to 200 Orange Street; it is approximately 1.3 miles from our office. If using public transportation, use CT Transit 254 West Chapel Street (Formerly F) bus from downtown New Haven; check schedules for times/locations.*
  - Please report to reception upon arrival, & provide your **ORIGINAL, VALID, LEGIBLE PHOTO ID**.
  - You will **not** be permitted to continue with the pre-employment process if you do not present your **ORIGINAL, VALID, LEGIBLE PHOTO ID**.
  - Hours for arrival for Pre-Employment Screening:  
Monday – Friday, 8:00 a.m. – 3:00 p.m.  
*Please be aware that no screens are done on Saturday / Sunday.*
3. Before testing: Do **NOT** drink more than 40 oz of liquid over a three-hour period prior to the screening. Doing so may produce a dilute specimen, which may result in your offer of employment being rescinded.
4. **IMPORTANT NOTICE:** Once you enter the facility and begin the drug screening process, you **cannot** leave the facility without providing a complete and acceptable urine sample. Leaving the facility prior to successfully providing a urine sample will result in your offer of employment being rescinded.
5. If required to schedule a Pre-Employment Physical, you will do so after the successful completion of your drug screening. Yale New Haven Occupational Health and Wellness Services will work with you to schedule this appointment as soon as is practicable; please keep in mind that this facility serves a large community, and an appointment may not be immediately available.

Holders of active Medical Marijuana cards must submit a copy of their medical card along with an ADA accommodation request to the Dept of Svcs for Persons with Disabilities, *prior* to the completion of the drug screen. The ADA accommodation request form and submission process can be found at: <https://newhaven.seamlessdocs.com/f/NHADAFForm1>. The Department of Services for Persons with Disabilities will review and determine whether accommodation may be made. For more information, contact, Gretchen Knauff, Director of the Department of Services for Persons with Disabilities at (203) 946-7651 or [gknauff@newhavenct.gov](mailto:gknauff@newhavenct.gov). Not following this procedure may result in your conditional offer being rescinded.

If there is a confirmed positive test for a controlled substance, then this offer of employment may be withdrawn. The City of New Haven is a Drug Free Workplace in accordance with the Federal Drug Free Workplace Act of 1998.

The City's Drug Free Workplace Policy can be reviewed at  
<https://www.newhavenct.gov/government/departments-divisions/human-resources/for-city-employees/city-policies>