



Town of Beekman Recreation & Parks

29 Recreation Center Road
Hopewell Junction, NY 12533
845-227-5783 845-227-9685F

recdirector@townofbeekmanny.us www.beekmanrec.com



Procedure for Drug Test

1. As soon as you receive an email Offer of Employment, call TEK at 226-3045 to schedule a drug test **TO BE CONDUCTED** within 3 days of the email offering the position.
2. Bring with you:
 - a. Photo ID
 - b. \$40 cash or check – NO CREDIT CARDS!
 - c. The completed TEK Drug Test Form
 - d. The completed Medical Release form signed by you and your parent/guardian if you are under 18

Information about your Drug Test

- If you are taking a prescription medicine and test positive for any particular drug that TEK is screening for, the lab (not TEK) will call you directly and give you the opportunity to provide prescription number, and some other information on any drugs you may legally be taking. If those documents are provided and acceptable, the test for that particular drug is considered a negative
- After the Drug test TEK will mail Beekman Rec:
 - Employer copy of drug test form with your signature for proof you actually took it
 - Front cover report indicating positive or negative for each drug

Procedure to be reimbursed for Drug Test

1. Applicant: Pass the drug test, turn in all the forms listed on your check list, attend all required training, and be available to work all the dates you agreed to
2. TEK: mails Beekman Rec an acceptable drug test
3. Rec staff: will voucher the Town to cut applicant a check for \$40 when the summer is over provided #1 and #2 are done