



DRUG AND ALCOHOL FREE WORK ENVIRONMENT

I. PURPOSE

To establish programs designed to help prevent accidents and injuries resulting from the misuse of alcohol or use of controlled substances by City employees.

II. SCOPE

This policy applies to all City employees.

III. POLICY

An employee shall not possess, sell or provide alcohol or controlled substances to any other employee or to any person while such an employee is on duty or on-call unless the employee is required as a part of his or her job to legally possess alcohol or controlled substances.

An employee shall not report for duty, or remain on duty, when using or testing *positive* for any controlled substance (except under instructions of a physician who has advised the employee that the substance does not adversely affect the employee's ability to perform his or her job safely).

IV. GUIDELINES

A supervisor having reasonable suspicion that an employee is using, possessing, selling or providing alcohol or controlled substances to any other employee or to any person while such an employee is on duty or on call shall not permit the employee to perform or continue to perform any duties.

An employee shall not report for duty or remain on duty while under the influence of alcohol or a controlled substance(s) except for the use of controlled substances as prescribed by a physician who has advised that the substance does not adversely affect the employees' ability to perform his/her job safely.



A supervisor having actual knowledge that an employee has an alcohol concentration of *0.02 or greater*, or a reasonable suspicion that an employee is under the influence of alcohol or has used alcohol within 4 hours prior to coming on duty, shall not permit the employee to perform or continue to perform any duties.

An employee shall not use alcohol within 4 hours prior to coming on duty.

V. PROCEDURE

A. Training

1. *Supervisor*

Supervisors must complete at least one hour of training on alcohol misuse and one hour of training on controlled substances use including how to determine whether reasonable suspicion exists to require alcohol and controlled substances testing.

2. *Employee*

All employees must receive at least one hour training on the policies and procedures of the alcohol and controlled substances testing program.

B. Testing

1. *Pre-employment*

All applicants will receive a conditional offer of employment contingent upon the candidate passing a pre-employment controlled substances screening test. The candidate must be tested and receive a negative result before starting to work.

2. *Post-Accident Process*

City employees in safety sensitive positions, as identified in the FITNESS FOR DUTY GUIDELINES, involved in vehicle accidents while operating city vehicles or private vehicles on City business, are subject to Post-accident alcohol and controlled substances testing.



3. *Random*

City employees who are required by their job description to hold a Commercial Drivers license, firefighters, and other positions listed in the FITNESS FOR DUTY GUIDELINES are subject to random testing for alcohol and controlled substances.

4. *Reasonable Suspicion*

All City employees are subject to reasonable suspicion testing for controlled substances and alcohol abuse based on objective facts and/or observable on-duty behavior sufficient to lead a trained, reasonably prudent supervisor to suspect that an employee is under the influence of controlled substances and/or alcohol so that an employee's ability to perform the functions of the job is impaired or so that the employee's ability to perform his or her job safely is reduced. Supervisors who suspect that an employee is under the influence of a controlled substance and/or alcohol should contact Human Resources immediately.

5. *Return to Duty*

Any employee returning to work after suspension for an on-duty violation will be subject to return-to-duty testing. Test results must be verified negative before any employee is allowed to return to duty.

For further detailed procedures please contact Human Resources.