

## **SECTION 15 SUBSTANCE ABUSE & DRUG TESTING**

### **15-01 SUBSTANCE ABUSE**

- 15-01 (1) While on City premises and while conducting business related activities off City premises, no employee may use, possess, distribute, manufacture, sell, or be under the influence of alcohol or illegal drugs.
- a. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the work-place.
  - b. Further, the legal use of prescribed drugs is permitted on the job only when being used in accordance with a doctor's prescription.
- 15-01 (2) Violations of this policy may lead to disciplinary action, up to and including termination of employment, and may require participation in a substance abuse rehabilitation or treatment program.
- 15-01 (3) Employees with drug or alcohol problems that have not resulted in and are not the immediate subject of disciplinary action, may request approval to take leave to participate in a rehabilitation or treatment program. Leave taken will conform to the City's leave policy.
- 15-01 (4) Employees with questions or concerns about substance dependency or abuse are encouraged to use resources of the Employee Assistance Program. Information regarding the program may be obtained from the Human Resource Department or the City's insurance company.
- 15-01 (5) Any employee arrested or convicted of any violation involving drugs or controlled substances is required to report this information to the Human Resource Department and the Safety Director within 48 hours. Failure to do so may result in disciplinary measures up to and including termination.

- 15-01 (6) Any employee whose position requires them to possess a valid driver's license and is convicted of Driving Under the Influence may be terminated.

## **15-02 DRUG TESTING PROCEDURES**

- 15-02 (1) The City requires a drug test of all applicants subsequent to an offer of employment to determine the use of illegal drugs.
- 15-02 (2) The City requires random drug testing of safety sensitive positions and those possessing a commercial drivers license (CDL). The City may also require a post accident drug test or for reasonable suspicion or probable cause.
- a. Any employee who has tested positive once and has returned to his or her position, with or without treatment, will be subject to periodic testing at the City's discretion. This process will be monitored by a committee comprised of the employee's Department Head, Safety Officer, and City Attorney.
  - b. An employee who has tested positive on a drug test and is allowed to return to work and who receives a positive result on any subsequent drug test will be terminated.
  - c. An employee who refuses to submit to a drug test will be terminated.