

# **CITY OF COMMERCE**

## **ADMINISTRATIVE POLICIES**

### **WORK PLACE SAFETY FROM SUBSTANCE ABUSE**

#### **1.0 PURPOSE**

- 1.1 Employees and the City have a mutual obligation to ensure a safe and healthy work environment.**
- 1.2 The City does not tolerate illegal drug usage and/or drug or alcohol abuse.**
- 1.3 The City recognizes that drug and alcohol abuse may be considered treatable illnesses and to the extent possible the response to these illnesses may be treatment and rehabilitation.**
- 1.4 It is recognized that when employees have placed themselves in a situation where their ability to perform their jobs is impaired by drug or alcohol that it is the responsibility of the City to remove such employees from the work environment to prevent the endangerment of the employee, fellow employees and/or the public.**

#### **2.0 POLICY**

- 2.1 An employee will be required to take a drug screening/confirmation test and/or alcohol test, administered in accordance with this policy when there is reasonable suspicion to believe that the employee has ingested, inhaled, or injected a drug or ingested alcohol in violation of law or policy prior to or while on duty.**
- 2.2 An employee will be required to take such tests when use of City equipment results in serious injury to himself or another person or damages are \$1,000 or more. Any employee involved in a work related accident may be subject to tests for drugs and/or alcohol.**
- 2.3 Those employees whose duties regularly involve repetitive exposure to drugs may be required to take such tests on a periodic, unannounced basis.**
- 2.4 Employees with abnormal or erratic behavior may be required to take drug and/or alcohol tests.**

#### **3.0 PROHIBITED SUBSTANCES**

- 3.1 Drugs will be defined as those substances whose dissemination is regulated by law, including but not limited to narcotics, depressants, stimulants, hallucinogens, cannabis, and alcohol.**

## 4.0 PROCEDURE

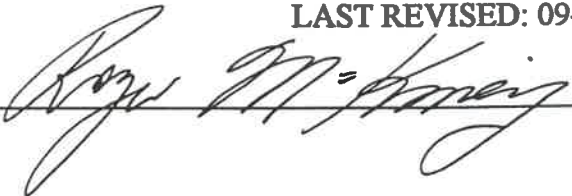
- 4.1 In the event there is reasonable cause to believe that an employee's job performance may be impaired by drugs or alcohol, the employee's supervisor will question the employee with regard to the behavior.
- 4.2 The supervisor will directly observe the employee's behavior and document the behavior.
- 4.3 Indications of impaired behavior include but are not limited to the following: staggering or an irregular gait, the odor of alcohol on the breath, slurred speech, dilated or constricted pupils, inattentiveness, listlessness, hyperactivity, performance problems, illogical speech and thought processes, poor judgement, or unusual or abnormal behavior.
- 4.4 When possible, a second managerial employee will also observe the employee to verify that there is reasonable cause to believe that drug or alcohol consumption may be involved.
- 4.5 A determination will be made as to whether or not the employee's behavior is impaired to the point of being unable to perform his duties effectively and safely.
- 4.6 The employee will be relieved of his duties and placed on a suspension with pay status until a clear determination can be made as to the abuse or nonabuse of drugs or alcohol.
- 4.7 If it is concluded that there is reasonable cause to believe that drug or alcohol consumption is involved, the supervisor will have a drug and an alcohol test administered.
- 4.8 The supervisor will call the Accounting Supervisor or Director of Administrative Services to set an appointment for testing.
- 4.9 The test(s) must be conducted within a reasonable time period after the observation of the problem(1 hour).
- 4.10 The employee will be escorted by the supervisor to the testing facility and the supervisor will remain with the employee until testing is completed.
- 4.11 The supervisor will see that the employee is safely returned to his home.
- 4.12 Failure of an employee to take the test(s) may be cause for disciplinary action.
- 4.13 The City may also have the employee undergo a physical examination at City expense at the time that the drug or alcohol test is administered.

- 4.14 If the behavior that led to the initial investigation is not due to substance abuse but continues to hinder job performance, the City may require the employee to undergo further medical evaluation at the expense of the employee.
- 4.15 If the test is positive the employee may be terminated immediately depending upon the circumstances of the situation.
- 4.16 In cases where immediate termination is not warranted, the employee will be placed in an unpaid rehabilitation leave status.
- 4.17 The employee will be evaluated and a recommended appropriate treatment will then be arranged.
- 4.18 The employee may be re-employed but only with a written release from a physician.
- 4.19 The City may require periodic unannounced drug testing as part of a reemployment agreement.
- 4.20 An employee who is returned to work as provided for under this procedure, who fails to comply with any of the terms of an agreed upon treatment and/or return to work agreement, may be subject to the full range of disciplinary action, including termination.
- 4.21 The City may utilize both urine and blood tests for verification.
- 4.22 The City will pay for the costs of all tests and medical examinations carried out under this procedure.
- 4.23 The City will maintain confidentiality of test results to the extent allowed by law.
- 4.24 The City and the employee will work cooperatively to facilitate the resolution of the problems that arise under the administration of this policy.
- 4.25 When appropriate, the employee and the City will enter into joint agreements that establish the form of treatment and the conditions that will be imposed for the return of an employee to the work place.

EFFECTIVE: 06-01-97

LAST REVISED: 09-20-94

CITY MANAGER APPROVAL:



A handwritten signature in cursive script, appearing to read "Roger M. Haneij", is written over a horizontal line.

Drugab.adp