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| SUBJECT AMENDED DRUG DETECTION AND DETERRENCE PROCEDURE | No. FA-107.01-R |
| | Effective Date JULY 17, 1995 |

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| Issue Date: 07-17-95 | Revision Date: | Revision No: |
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1. **PURPOSE**

To provide procedures for implementation of the Mayor's Amended Drug Detection and Deterrence Policy based upon the City's commitment to maintain a safe, healthful and productive work environment for all employees.

2. **OBJECTIVES**

- 2.1 To establish a procedure to achieve a drug-free workforce and to provide a workplace that is free from the use of illegal drugs and substance abuse.
- 2.2 To establish a procedure for drug screening of employees where there is reasonable suspicion that an employee has illegal substances in their system while on duty or in the scope of their employment with the City.
- 2.3 To establish a procedure of random drug screening for certain non-classified personnel in positions that have a significant impact upon the public safety of themselves or others.
- 2.4 To establish a procedure that complies with the Drug-Free Workplace Act of 1988.

3. **POLICY STATEMENT**

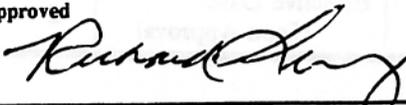
It is the policy of the City of Houston that the manufacture, distribution, dispensation, possession, sale or use of illegal drugs or alcohol by employees while on duty for or on behalf of the City is prohibited. The City's goal is to establish and maintain a work environment that is free from the effects of abuse or misuse of any type of drug or alcohol. Consequently, employees are prohibited from being at work or acting in the scope of their employment with the City while impaired by alcohol or with illegal substances present in their systems, on their persons, in City vehicles or on City premises. This policy incorporates any off duty use or misuse of illegal substances that result in a positive drug test pursuant to these procedures.

4. **SCOPE**

This policy applies to all Department of Finance & Administration employees and supersedes all former Finance & Administration Department policies, procedures and directives.

5.0 **DEFINITIONS**

- 5.1 CITY PREMISES means all City facilities, their surrounding grounds and parking lots, leased space, and City-provided, motor-driven equipment and/or vehicles.
- 5.2 CONFIRMATION OF DRUG TEST RESULTS means a form issued to employees that informs them of a positive result from a confirmatory drug test.
- 5.3 CONVICTION means a finding of guilt or imposition of sentence, including deferred adjudication, or probation by any judicial body charged with the responsibility to determine violations of federal or state criminal drug statutes.

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- 5.4 DRUG means any chemical substance that is defined by statute as a controlled substance or which may produce physical, mental, emotional, or behavioral change in the user.
- 5.5 DRUG-FREE WORKPLACE means a site for the performance of work at which City employees are prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession, sale, or use of a controlled substance.
- 5.6 DRUG SCREENING/DRUG TESTING means a procedure to screen and/or test urine samples for the purpose of detecting the presence of amphetamines, cocaine metabolites, opiate metabolites, phencyclidine, and marijuana metabolites.
- 5.7 GRANT EMPLOYEE means a City employee directly engaged in the performance of work pursuant to the provision of a federal grant, including all direct charge employees and indirect charge employees unless their impact or involvement is insignificant to the performance of the grant as determined by the Department Director.
- 5.8 INFORMED CONSENT means a form authorization completed by an employee consenting to a drug test and permitting the release of test results to designated City officials.
- 5.9 ON DUTY means that time period which constitutes an employee's work day, or that time period when he or she has been recalled to work.
- 5.10 REASONABLE SUSPICION means an articulable belief based on specific facts and reasonable inferences drawn from those facts.
- 5.11 SAFETY IMPACT POSITION means an employment position involving job duties which, if performed with inattentiveness, errors in judgment, or diminished coordination, dexterity, or composure may result in mistakes that could present a real and/or imminent threat to the personal health and safety of the employee, co-workers, and/or the public. Employee who operate a City-owned or leased vehicle or motor driven or heavy equipment as a part of their primary duties are in a safety impact position. Employees who drive on City business are in safety impact positions if they drive as a regular, primary, or substantial part of their duties on behalf of the City.
- 5.12 NOTICE means an approved condensed written notice of the Mayor's Policy on Drug Detection and Deterrence.

6.0 RESPONSIBILITIES

- 6.1 The Department Director is responsible for:
 - 1) identifying Safety Impact Positions;
 - 2) notifying employees in departmental Safety Impact Positions that they are subject to random drug testing;
 - 3) authorizing the testing of employees;
 - 4) scheduling employees for random drug tests;

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- 5) receiving the results of drug tests of departmental employees;
- 6) notifying employees of positive test results and their right to a second test;
- 7) implementing disciplinary action against employees who fail to comply with provisions outlined in this amended procedure;
- 8) forwarding all drug test related records for employees to the Director of the Personnel Department for final retention;
- 9) ensuring notices are prominently displayed at all departmental facilities housing employees;
- 10) notifying the federal grantor agency and the Director of Personnel of a grant employee's conviction of a federal or state criminal drug statute violation; and
- 11) ensuring that the drug test, notice, forms and results are kept confidential.

6.2 The Medical Review Officer (Personnel Department) is responsible for:

- 1) receiving drug test results;
- 2) reviewing and interpreting drug test results;
- 3) examining alternate medical explanations for any positive test result;
- 4) notifying the Department director or designee of all employee drug test results;
- 5) coordinating the retesting of employees;
- 6) maintaining statistical data on employees referred for testing;
- 7) consulting with departments regarding drug screening and/or test results; and
- 8) appearing, when necessary, to represent the City in any proceeding involving drug testing or results.

6.3 The Director of Personnel is responsible for:

- 1) administering and coordinating the use of Employee Assistance Programs (EAPs);
- 2) certifying Safety Impact Positions in consultation with the requesting department and the Legal Department;
- 3) collecting and maintaining employee drug testing records and files from all sources and ensuring that they are kept confidential;
- 4) notifying departments of those employees randomly selected for drug testing;
- 5) administration of all pre-employment drug testing;
- 6) overseeing the administration of the Mayor's Policy on Drug Detection and Deterrence.

6.4 Departmental supervisors are responsible for:

- 1) determining if reasonable suspicion exists to warrant drug testing and detailing in writing the specific facts, symptoms, or observations which form the basis for the reasonable suspicion,
- 2) submitting the documentation to the Department Director or designee to authorize the drug test of an employee; and
- 3) enforcing the appropriate provisions outlined in this Amended procedure.

Managers/supervisors who by action or omission fail to enforce and/or attempt to circumvent any portion of the City/Department Policy on Drug Detection and Deterrence will be subject to disciplinary action up to and including termination/indefinite suspension.

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- 4) removing the subject employee from operating a City vehicle, or equipment or any of the City department computer equipment and assign alternative duties, pending the outcome of the recommendation for testing and/or test results.

6.5 Employees including grant or contract workers are responsible for:

- 1) Reviewing and complying with the Mayor's Amended Drug Detection and Deterrence Policy.
- 2) Notifying their immediate supervisor of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

7.0 BASIS FOR TESTING

7.1 Reasonable Suspicion of Drug Use: Each supervisor shall be responsible to determine if reasonable suspicion exists to warrant drug testing, and required to document in writing the specific facts, symptoms, or observations which form the basis for such reasonable suspicion. The documentation shall be forwarded to the Director or designee to authorize the drug test of an employee.

7.2 The Director or designee shall require an employee to undergo drug testing if there is reasonable suspicion that the employee is in violation of the Mayor's Policy on Drug Detection and Deterrence. Circumstances which constitute a basis for determining "reasonable suspicion" may include, but are not limited to:

7.2.1 A Pattern of Abnormal or Erratic Behavior - This includes but is not limited to a single, unexplainable incident of serious abnormal behavior or a pattern of behavior which is radically different from what is normally displayed by the employee or grossly differing from acceptable behavior in the workplace.

7.2.2 Information Provided by a Reliable and Credible Source - The first line supervisor or another supervisor/manager receives information from a reliable and credible source as determined by the Director that an employee is violating the City's Policy on Drug Detection and Deterrence.

7.2.3 Direct Observation of Drug Use - The first line or another supervisor/manager directly observes an employee using drugs while the employee is on duty. Under these circumstances, a request for drug testing is MANDATORY.

7.2.4 Presence of the Physical Symptoms of Drug Use The supervisor observes physical symptoms that could include but are not limited to: glassy or bloodshot eyes, slurred speech, poor motor coordination, slow or poor reflex responses different from what is usually displayed by the employee or generally associated with common ailments, e.g. colds, sinus, hayfever, diabetes, etc.

7.3 The following will be deemed reasonable suspicion and may provide a sufficient basis for requesting a drug test at the direction of the Director or designee:

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- 7.3.1 Violent or Threatening Behavior - First Incident: If an employee engages in unprovoked, unexplained, aggressive, violent and/or threatening behavior against a fellow employee or a citizen, the Department may request that the employee submit to drug testing.
- 7.3.2 Violent or Threatening Behavior - Subsequent Incident: Whether or not an employee has previously received formal counseling or disciplinary action for unprovoked, unexplained, aggressive, violent or threatening behavior against a fellow employee or a citizen, upon a second or subsequent episode of similar behavior/conduct (within twelve months), the department shall request that the employee undergo drug testing.
- 7.3.3 Absenteeism and/or Tardiness: If an employee has previously received a suspension action for absenteeism and/or tardiness, a continued poor record (within twelve months) that warrants a second or subsequent suspension action may result in a request for a drug test.
- 7.3.4 Loss - First Occurrence: Any documented, unexplained loss of City property, equipment, money or other asset(s) may result in a request for drug testing of the employee accountable for the lost asset(s).
- 7.3.5 Loss - Subsequent Occurrence: A second or subsequent (within twelve months) documented, unexplained loss of City property, equipment, money or other asset(s) shall result in a request for a drug test of the employee accountable for the lost asset(s).
- 7.3.6 Drug testing procedures for reasonable suspicion testing will be consistent with Section 8.0 et seq.

- 7.4 Post-Accident
 - 7.4.1 Any on-the-job accident that results in any personal injury or property damage shall result in a recommendation for drug testing.
 - 7.4.2 Drug testing procedures for post accident testing will be consistent with Section 8.0 et seq.

- 7.5 Follow Up Testing
 - 7.5.1 An employee shall be requested to submit to a drug test upon returning to work in a Safety Impact Position after an absence of over 30 consecutive calendar days for any reason.
 - 7.5.2 An employee who voluntarily identifies himself or herself to the City as requiring drug rehabilitation will be subject to undergo drug screens as determined by the City for a period of up to 24 months from the date of such identification or hire, whichever is applicable.
 - 7.5.3 Drug testing procedures for follow up testing will be consistent with Section 8.0 et seq.

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7.6 Random Drug Testing

7.6.1 When the Director believes that a job position has an impact upon the safety of that individual or others, or for appropriate reasons should be subject to random testing, he shall identify each such position and submit it to the Director of Personnel. The Legal Department, shall review the request before certifying that the position is a Safety Impact Position and thus certifying the position for a random selection pool. Employees in such positions shall be informed that they are in a certified safety impact position and are subject to random drug testing.

7.6.2 The selection of employees for random drug testing shall be made by a random computer selection process. Human intervention in this process shall be limited to the programming of the computer by an individual outside the City.

7.6.3 Employees selected for a random test shall be notified by the Director or designee to submit to a drug test. Employees selected for a random test but absent due to approved leave will be notified to take the drug test the first day they return to work, even if the first day back occurs in a later month.

7.6.4 Drug testing procedures for random testing will be consistent with section 8.0 et seq.

7.7 Assignment Testing

7.7.1 All employees shall be subject to drug testing as a condition of transfer or promotion to an assignment that is in a certified Safety Impact Position. Employees seeking a transfer or promotion into such positions shall be tested only if they are qualified and selected for the transfer or promotion and consent to the test. Notification and testing will be conducted consistent with drug testing procedures in Section 8.1 herein.

7.7.2 Successfully passing a drug test is a condition of transfer or promotion. An employee who refuses to consent to drug testing or who fails to appear or provide a urine sample shall have their transfer or promotion process terminated and the conditional offer of transfer or promotion will be withdrawn. Section 11.1. herein shall not be applicable in this limited circumstance only.

8.0 DRUG SCREENING/TESTING PROCEDURES

8.1 Employees selected for drug testing for any reason shall be notified by the Director or designee to submit to the drug test within 3 hours after notice to the employee.

8.1.1 Once an employee has been notified to take a drug test, unless hospitalized, sick or other leave shall not be authorized until the collection process is completed.

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8.1.2 An employee has 3 hours from the time of notification to complete all the requirements of the collection process. A notified employee may consult with anyone regarding the drug test so long as the informed consent and the collection process are completed within three (3) hours.

8.2 When drug screening is required or authorized under the provisions of this policy, a urinalysis test will be given to detect the presence of amphetamines, cocaine metabolites, opiate metabolites, phencyclidine, and marijuana metabolites.

8.3 The initial drug screening shall be by enzyme immunoassay techniques (EMIT) test which shall be administered at a City approved laboratory and at City expense. If an initial drug screen yields a positive result, a second confirmatory test, at City expense, using a gas chromatography/mass spectrometry (GC/MS) test will be conducted on a portion of the same urine sample provided by the applicant or employee for use in the initial drug screen.

8.4 The minimum levels for positive test results are:

| <u>DRUG GROUP</u> | Initial EMIT Screen (ng/ml) | Confirmatory GC/MS/Test (ng/ml) |
|--------------------------|-----------------------------|---------------------------------|
| a. Amphetamines | 1000 | |
| Amphetamine | | 500 |
| Methamphetamine | | 500 |
| b. Cocaine Metabolites | 300 | 150* |
| c. Opiate Metabolites | 300 | |
| Morphine | | 300 |
| Codeine | | 300 |
| d. Phencyclidine | 25 | 25 |
| e. Marijuana metabolites | 100 | 15** |

* Benzoylcegonine

** Delta 9 tetrahydrocannabinol - 9 - carboxylic acid.

8.5 The collection of urine samples shall occur at a City approved collection site.

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- 8.6 A copy of the Mayor's Policy on Drug Detection and Deterrence shall be given to all employees.
- 8.7 When drug testing is authorized by Sections 7.1 through 7.4 herein due to reasonable suspicion or post accident reasons, arrangements for obtaining a urine sample from the employee shall be made as soon as possible following the decision to test by the Director or designee. The employee's urine sample shall be tested only at a City approved facility. A supervisor may accompany the employee to monitor compliance with the required procedures. If a supervisor accompanies the employee, that supervisor shall be of the same sex as the employee to be tested.
- 8.8 A supervisor shall not be required, but may accompany an employee for random, assignment or follow up drug testing.
- 8.9 Before a drug test is administered, the appropriate City official shall complete the Drug Test Notification Form and the employee shall be requested to sign the Employee Informed Consent. The Employee Informed Consent shall be completed and signed by the employee in the presence of the employee's supervisor or a designated departmental representative. A copy of the signed Employee Informed Consent shall be retained by the Department and a copy given to the employee.
 - 8.9.1 If the employee refuses to sign the Employee Informed Consent, the supervisor or departmental representative shall advise the employee that refusing to consent to the drug test shall result in indefinite suspension/termination. If the employee refuses to sign the Employee Informed Consent, testing will not occur.
 - 8.9.2 Upon refusal to sign, if appropriate, the employee shall be relieved of duty and, if advisable, arrangements shall be made by the department for the employee to be taken home.
- 8.10 At the collection site, employees referred for drug screening are required to present their Drug Test Notification Form, their executed Employee Informed Consent, and a photo identification in the form approved by the Director of Personnel.
 - 8.10.1 On site, employees will be requested to give their urine sample. The collection of urine samples shall be done in a private restroom stall or similar enclosure so that employees may not be viewed while providing the sample.
 - 8.10.1.1 Street clothes, bags, briefcases, purses, or any other containers shall not be carried into the collection area.
 - 8.10.1.2 The water in the commode at the collection site may be colored with blue dye to protect against dilution or adulteration of test samples.
 - 8.10.1.3 Any tampering or substitution of urine samples by an employee will be considered a failure to provide a urine sample and treated according to 11.2. herein.

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8.10.2 During the sample collection, applicants and employees shall be given a Medication Declaration Form to list all prescription or over the counter medications they have taken or to list any other legitimate reasons for having ingested or been exposed to drugs within the 30 calendar days preceding the testing.

8.10.2.1 The completed Medication Declaration Form shall be sealed in an envelope by the applicant or employee and forwarded to the Medical Review officer by the collection staff.

8.10.2.2 The envelope shall not be opened unless the test result is positive. The sealed envelope shall be destroyed by the Medical Review officer if the test result is negative.

8.10.3 The collection site staff shall confirm to the designated City official that the employee reported for the test, shall return the complete copy of the Drug Test Notification Form, Employee Informed Consent and the Medication Declaration Form to the Medical Review Officer and shall collect and process the urine sample received from the employee.

8.11 All tests will be conducted in accordance with contractual requirements, and all test results will be sent to the Medical Review Officer for review. The results of a positive EMIT drug test shall not be released until the results are confirmed by GC/MS testing.

8.11.1 The Medical Review Officer shall provide test results for all employee drug tests only to the Department Director or designee. The results shall be sealed in a confidential envelope and hand delivered to the Department Director.

8.11.2 If the GC/MS test confirms a positive test result, notification in writing shall be given to the employee by the Department Director or designee. The notification shall identify the particular controlled substance and its concentration level.

8.12 If the GC/MS confirmatory test is positive, an employee may elect to have a second test performed on the original sample at his/her cost at a laboratory approved by the City. The employee must request the second test in writing within three (3) working days of his/her notification of a positive test result. The employee must notify both the Department Director or designee and the Medical Review Officer during this three (3) working day period. The testing will be limited to the presence of the positively identified controlled drug only. The Medical Review Officer shall coordinate the retesting of employees.

8.13 The records of all drug tests and their results shall be handled in accordance with all applicable state and federal laws and regulations. All records relating to the taking of a drug test or to an order to take a drug test shall be deemed confidential unless written authorization has been obtained from the employee. All information from an employee's drug test is confidential and only those with a need to know are to be informed of the test results. Disclosure of test results to any other person, agency or organization is prohibited unless written authorization is obtained from the employee.

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- 8.13.1 The Director shall implement procedures to prevent the unauthorized disclosure or distribution of the results and/or the request or order to take a drug test.
- 8.13.2 The Medical Review Officer shall maintain drug test-related records on applicants and the Director of Personnel shall retain all final drug testing employee records. All final records relating to the taking or ordering of an employee drug test shall be kept in a separate, secure and confidential file in the Personnel Department.
- 8.13.3 Written consent authorizing disclosure from an employee is not required when drug testing becomes the subject of a Civil Service Commission appeal or some other judicial or quasi-judicial proceeding.
- 8.13.4 Any employee who violates this confidentiality provision shall be subject to disciplinary action up to and including indefinite suspension/termination.

9.0 POSSESSION OF DRUGS; CONSEQUENCE OF POSSESSION

- 9.1 Employees are prohibited from possessing or having in their control any illegal drug while on duty on City premises, or while acting in the course and scope of their employment at any geographic location.
- 9.2 Possession can include an employee's person or personal property if on City premises, a City motor vehicle/equipment under the employee's control or City provided property under an employee's control including, but not limited to lockers, desks, files, etc.
- 9.3 An employee who is determined to have any illegal drug in his/her possession shall be indefinitely suspended/terminated.

10.0 CONSEQUENCE OF POSITIVE DRUG TEST

- 10.1 An employee whose drug test result has been confirmed positive by GC/MS and determined to be positive by the MRO shall be indefinitely suspended/terminated.
- 10.2 An employee indefinitely suspended pursuant to this policy shall have the same rights of appeal as set forth in S14.182 of the City Code of Ordinances.

11.0 CONSEQUENCE OF REFUSAL TO CONSENT TO A DRUG TEST

- 11.1 Any employee who refuses to consent to a drug test after notification of the consequences of refusal, shall be indefinitely suspended/terminated.
- 11.2 Any employee who consents to a drug test but fails to appear within three (3) hours after notification at the collection site or who fails to give their urine sample within three (3) hours of notification, will be treated as a refusal to consent to a drug test in accordance with Section 11.1.

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11.3 An employee indefinitely suspended pursuant to this policy shall have the same rights of appeal as set forth in S14-182 of the City Code of Ordinances.

12.0 EMPLOYEE ASSISTANCE PROGRAM

12.1 An employee may request a referral to the Employee Assistance Program for assessment, counseling and rehabilitation at any time. Participation in the Employee Assistance Program is voluntary and encouraged.

12.2 Employees shall remain drug free while seeking and/or undergoing drug rehabilitation or employee assistance counseling.

12.2.1 Disciplinary action based on a violation of the City's drug policy is not suspended by an employee's participation in the Employee Assistance Program.

12.2.2 Employees seeking and/or undergoing drug rehabilitation remain subject to follow-up testing as set forth in Section 7.5.2 herein.

12.2.3 Any positive drug test result will be handled according to Section 10.0 herein and discipline will be imposed by the Director.

13.0 DRUG-FREE WORKPLACE REQUIREMENTS FOR EMPLOYEES OF GRANT FUNDED PROGRAMS

13.1 All employees engaged in the performance of a federal grant or a federal contract valued at over \$25,000 shall be given a copy of the Mayor's Policy on Drug Detection and Deterrence, and informed that they must comply with the policy as a condition of employment.

13.2 Grant or contract employees shall notify the Department Director of any criminal conviction for a drug statute violation occurring in the workplace no later than five days after the conviction.

13.3 The Director shall provide written notice to the grantor or contractor agency and the Director of the Personnel Department of any criminal drug statute conviction occurring in the workplace within ten calendar days after receiving notice from the employee, or receiving actual notice of the conviction. The information provided by the Department Director shall include the employee's position, title and the grant identification(s) for each grant on which the convicted employee was working.

14.0 PROCEDURE IN DRUG TESTING

14.1 Supervisors who feel REASONABLE SUSPICION OR JUST CAUSE exists should notify their chain-of-command, including the Division Manager/Assistant Director, of the incident and a recommendation regarding drug testing within twelve(12) hours of the "just cause" occurrence.

14.2 The supervisor will immediately remove the subject employee from operating a City vehicle or any of the City's computer equipment and assign alternative duties, pending the outcome of the recommendation for testing and/or test results.

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- 14.3 The Division Manager (or designee) will immediately contact the Employee Relations Officer or Manager of the Business Office and make arrangements for processing of the recommendation for drug testing. The Division Manager will also contact the Deputy Director and apprise him/her of the situation.
- 14.4 The Employee Relations Officer or Manager of the Business Office will meet with the supervisor and manager (or designee) to complete the necessary documentation for the drug test recommendation.
- 14.5 The Employee Relations Office or Manager of the Business Office will secure the approval of the appropriate supervisors and managers (or designees) and present the recommendation for testing to the Director (or designee) for approval.
- 14.6 Upon attainment of the Director's (or designee's) approval, the Employee Relations Officer or Manager of the Business Office will notify the Deputy Director and the Division Manager of the approval. The Division Manager and supervisor will meet privately with the employee and ask him/her to sign a consent form. The Division Manager and supervisor will advise the employee of the reason he/she is being asked to take a drug test; e.g. on-the-job- injury, preventable accident, or erratic behavior.

In the event that the employee is unable to travel due to injury or illness, the Division Manager (or designee) and supervisor will go to the employee to complete the consent form. Once the employee has consented to take the drug test, the Employee Relations Officer or Manager of the Business Office will arrange for the designated testing agent to go to the employee to collect the urine sample and/or make other appropriate arrangements for collecting the sample. It is our goal to have the employee provide the sample for drug testing within twenty-four (24) hours of the accident or event and in most cases the time-frame for sample collection should not exceed seventy-two (72) hours.

- 14.7 Should the collection process require that the subject employee and/or supervisory personnel remain on duty beyond their assigned shift, they will be compensated through "overtime pay" or compensatory time, as appropriate.
- 14.8 When the collection process is completed, the supervisor will return the employee to the work location and assign him/her appropriate duties (see 14.2).
- 14.9 Upon notification by the Medical Review Officer or designee that the test results are ready, the Employee Relations Officer or Manager of the Business Office will receive the test results and provide the written report to the Deputy Director (or designee) and verbally notify the Division Manager of those results. No copies of the written report will be disseminated from the Employee Relations Officer or Manager of the Business Office.

In the event of a negative drug test, the Division Manager (or designee) will personally notify the employee of the test results.

In the event of a positive drug test, the Employee Relations Officer or Manager of the Business Office will personally notify the employee, in writing, of the test results in a confidential meeting.

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14.10 Deputy Directors and Managers will be notified by the Employee Relations Officer or Manager of the Business Office of any additional action which may be required to complete the indefinite suspension process.

15.0 STAFF RESPONSIBILITIES

15.1 Director of Finance & Administration is responsible to the Mayor and City council for the implementation and execution of the City's policy for Drug Detection and Deterrence. (Refer to 6.1 for specific responsibilities.) The Director will provide the leadership and support of the City/Departmental commitment to the "Drug Free Workplace" program.

15.2 Deputy Directors are responsible for supporting and executing the City/Departmental Drug policy and "Drug Free Workplace" program. Specifically they must:

15.2.1 Ensure all Managers and Supervisors know and follow City/Departmental policy for Drug Detection and Deterrence.

15.2.2 Ensure all Managers and Supervisors understand the City/Departmental "Drug Free Workplace" program and its importance in achievement of our mission.

15.2.3 Establish measures, within their Division, to ensure the confidentiality and integrity of information related to employees who have been drug tested, recommended for a drug test, or who may have provided cause for a drug test.

15.3 Division Managers/Assistant Directors

15.3.1 Ensure that all supervisors understand the drug policy and its importance to our mission. Additionally, Managers are responsible for assuring that all Supervisors possess a working knowledge of relevant procedures and practices.

15.3.2 Provide assistance to supervisors in detecting and deterring the use of drugs and alcohol in the work place.

15.3.3 Initiate action to provide follow-up drug detection and deterrence training for supervisors as appropriate.

15.3.4 Refer employees to the City's Employee Assistance Program either informally and/or formally by use of the EAP Referral Form.

15.4 First-Line Supervisors

15.4.1 Provide leadership and be a positive role model for employees.

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- 15.4.2 Communicate the hazards of drug and alcohol abuse, the effects of these addictions, and the consequences of City policy to their employees on a consistently recurring basis.
- 15.4.3 Encourage employees to use the Employee Assistance Program (EAP) before their problems have a detrimental effect on job performance, careers and lives either informally or formally by using the EAP referral form. Supervisors should stress the confidentiality of the program and the steps by which employees can receive assistance.
- 15.4.4 Remain alert to sudden changes in employee behavior, job performance or attitude that may give cause for reasonable suspicion of drug or alcohol abuse. Supervisors **MUST** record and document these incidents.
- 15.4.5 Remain alert to the possession and use of alcohol or drugs by employees on City property and City time and provide documentation to the Division Manager/Assistant Director of these incidents.
- 15.4.6 Maintain the confidentiality of any and all information regarding recommendations, testing or test results on specific employees.
- 15.5 Employee Relations Officer is a member of the Finance & Administration Department Business Office whose responsibilities include:
 - 15.5.1 Administer the Drug Testing procedures as prescribed in this policy.
 - 15.5.2 Provide support, assistance, information and training to managers/supervisors about the City /Departmental Drug Detection and Deterrence Policy, the "Drug Free Workplace" program and the Employee Assistance Program.
 - 15.5.3 Provide individualized assistance and information about the City/Department Drug Detection and Deterrence Policy, the "Drug Free Workplace" program and the Employee Assistance Program to any employees who request such aid.
 - 15.5.4 Remain abreast of supervisory and employee concerns, program impact and other developments concerning the Drug Detection and Deterrence policy and the "Drug Free Workplace" Program. Provide reports and information to management officials as required.

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