



Human Resources

Drug Free Workplace

The City is committed to providing a work environment that is safe, productive and free from any possession or use of illegal drugs or controlled substances and impairment due to the improper use of prescription drugs, over-the-counter drugs and alcohol.

Therefore, the use, possession, transportation, manufacture, promotion or sale of illegal drugs or controlled substances while on or off the job, and the misuse of prescription or over-the-counter drugs or presence or consumption of alcohol while on the job, is prohibited.

This drug-free workplace policy is intended to apply whenever anyone in any capacity is representing or conducting business for or on behalf of the City during regular working hours, while on call, paid standby or while on City property. Incumbent employees, applicants for employment and contractors conducting business on City property are covered by and subject to the provisions of the City's drug-free workplace policy.

In conjunction with the City's drug free workplace policy, post-offer of employment, random CDL holder and reasonable suspicion drug and alcohol testing policies and procedures have been established and will continue to be administered through Human Resources.

Any City employee who violates the City's drug-free workplace policy, or is arrested and/or convicted of a criminal drug statute violation, will be subject to disciplinary action up to and including termination.

Any employee arrested and/or convicted of a criminal drug statute violation is responsible for notifying his supervisor of this within five calendar days. The City will take appropriate action within 30 days of notification.

As a recipient of federal grant funds, the City must and will notify the United States Department of Housing and Urban Development of any conviction within ten days of receiving notice of what has occurred.