

O. Drug, Alcohol and Cannabis -Free Workplace Policy

In General. The city intends to provide a safe, and secure work environment. No employee may be under the influence of, use, manufacture, possess, sell, or transfer drugs, alcohol or cannabis while the employee is working or on city property or operating a city vehicle, machinery, or equipment, except to the extent authorized by a valid medical prescription, or when engaged in authorized Police Department activities. This Policy shall be interpreted consistently with applicable state and federal law.

Reporting. Employees must report, to their department head, any conviction under a criminal drug statute for violations occurring on or off work premises, during the employee's workday or while conducting city business. A report of the conviction must be made within five days after the conviction as required by the Federal Drug-free Workplace Act of 1988.

Drug, Alcohol and Cannabis Testing

Types of Testing. Applicants and employees may be subject to certain types of drug ,alcohol and/or cannabis testing. Applicants and employees who are required to hold a commercial driver's license (CDL) for their position will follow the city's DOT Drug and Alcohol Testing for Commercial Drivers Policy. All other applicants and employees will follow the city's Drug, Alcohol and Cannabis Testing Policy for Non-Commercial Drivers Policy. In either policy, testing may be administered in the following circumstances:

- a. Job Applicant Testing. The city may require that all applicants who have received conditional offers of employment undergo drug, alcohol and/or cannabis testing.
- b. Routine Physical Examination Testing. An employee may be required to undergo drug, alcohol and/or cannabis testing as part of a routine physical examination.
- c. Random Testing. An employee in a position in which impairment caused by drug ,alcohol and/or cannabis usage would threaten the health or safety of the employee or any person may be required to undergo random drug, alcohol and/or cannabis testing.

- d. **Reasonable Suspicion Testing.** Any employee may be required to undergo drug ,alcohol and/or cannabis testing if there is a reasonable suspicion that the employee: (a) is under the influence of drugs, alcohol and/or cannabis; or (b) has engaged in the use, possession, sale, or transfer of drugs, alcohol and/or cannabis while the employee is working or while the employee is on City property or operating a city vehicle, machinery, or equipment; or (c) has sustained a personal injury arising out of and in the course of employment, or caused another person to sustain a personal injury; or (d) has caused a work-related accident or was operating or helping to operate machinery, equipment, or vehicles involved in a work-related accident.
- e. **Treatment Program Testing.** Any employee may be required to undergo drug ,alcohol and/or cannabis testing if the employee has been referred by the city for chemical dependency treatment or evaluation or is participating in a chemical dependency treatment program.

Testing Procedures. Any department head or the City Administrator may order drug , alcohol and/or cannabis testing. Before undergoing drug, alcohol and/or cannabis testing, the employee shall complete a consent form (1) acknowledging that the employee has been given a copy of the city's policy specific to their position, and (2) indicating consent to undergo the applicable testing. Testing will be conducted in a laboratory consistent with state and federal regulations. Distribution of test results will be given to the employee within three days of analysis.

For full details on testing rights, consequences for refusal, discipline or other information on drug, alcohol and/or cannabis testing, see the applicable city policy.

P. Respectful Workplace

- 1. **Applicability.** Maintaining a respectful work environment is a shared responsibility. This applies to the expectations for respectful conduct in the workplace and other city-sponsored social events.
- 2. **Abusive Customer Behavior.** While the city has a strong commitment to customer service, the city does not expect employees to accept verbal and other abuse from the public. An employee may request that a supervisor intervene when a customer is abusive, or the employees may defuse the situation themselves, including professionally ending the contact. If there is a concern about the possibility of violence, the individual should use his/her discretion to call 911, and as soon as feasible; a supervisor, human resources or city administrator. Employees should