

## **City of Crete**

### **Non-DOT Anti-Drug Plan & Non-DOT Alcohol Misuse Plan for Part-time/Seasonal Staff**

#### **A. DRUGS**

##### **I. POLICY OVERVIEW – ANTI-DRUG PLAN SUMMARY**

City of Crete has a vital interest in maintaining safe, healthful and efficient working conditions for all of its employees. Being under the influence of a drug or alcohol on the job poses serious safety and health risks, not only to the user, but to all those who work with or otherwise come into contact with the user. The possession, use or sale of illegal drugs or alcohol on the job also poses unacceptable risk for safety, healthful, and efficient operations.

It is the City's right, obligation, and intent to maintain a safe, healthful, and efficient working environment for all of its employees and to protect City property, equipment, and operations from the risks associated with drug use in the workplace.

This Anti-Drug Plan can be altered or modified with proper notice.

##### **II. POLICY APPLICATION**

The provisions of the Anti-Drug Plan apply to all employees of the City.

##### **III. PROHIBITED CONDUCT**

The City prohibits the following conduct:

- (A) Using, being under the influence of, or possessing unauthorized controlled substances while performing City business or while in or about a City facility or worksite except for items held as property or evidence or as required by an official job description. This will subject the offending employee to disciplinary action up to and including termination of employment.
- (B) Using or being under the influence of a legal drug (such as "over-the-counter" and prescription drugs) while performing City business, or while in or about a City facility or worksite, to the extent such use affects the safety of any employees or others. When in doubt about the effects of a certain drug, consult your physician regarding any adverse side effects.
- (C) The unlawful manufacture, distribution, possession, or use of a controlled substance by any employee while performing City business, or while in or about a City facility or worksite, except for items held as property or evidence or as required by an official job description.
- (D) Tampering with a specimen provided for drug testing for the purpose of altering the results of the urine drug test.
- (E) Refusal to take a drug test.

##### **IV. TESTING FOR CONTROLLED SUBSTANCES**

###### **A. Reasonable Suspicion Testing**

Reasonable suspicion can arise from an accident that reflected questionable judgement or an incident that brings scrutiny upon the participants.

If it is determined that a reasonable suspicion test is required, the supervisor will contact the City Administrator (City Attorney if the City Administrator is unreachable.)

#### B. Return to Duty Testing

An employee who has a positive drug test result will be required to take a return to duty drug test.

The employee must have a verified negative drug test result to return to their job. If a drug test is cancelled and not rescheduled, the City shall require the employee to submit to and pass another drug test. A positive test result will be cause for termination from the City.

#### C. Confidentiality

Each individual's record of testing and results under this policy will be private and confidential.

#### D. Supervisory Training/Employee Awareness

All supervisors are required to complete a training program for detecting signs and symptoms of drug and alcohol use on the job.

Employees will be asked to read a copy of the Drug Policy and sign a statement of acknowledgement.

### VI. DRUG TESTING PROCEDURES

Drug testing will be performed utilizing urine sample. Samples will be tested for marijuana, cocaine, opiates, amphetamines and PCP. An employee may request at their own expense the sample be retested after a positive test.

	<b>Initial</b>	<b>Confirmation</b>	<b>Split Sample Retest</b>
<b>Marijuana</b>	<b>50 ng/mL</b>	<b>15 ng/mL</b>	<b>Any detectable presence</b>
<b>Cocaine</b>	<b>150 ng/mL</b>	<b>100 ng/mL</b>	<b>Any detectable presence</b>
<b>Codeine/Morphine</b>	<b>2000 ng/mL</b>	<b>2000 ng/mL</b>	<b>Any detectable presence</b>
<b>Hydrocodone/hydromorphone</b>	<b>300 ng/mL</b>	<b>100 ng/mL</b>	<b>Any detectable presence</b>
<b>Oxycodone/Oxymorphone</b>	<b>100 ng/mL</b>	<b>100 ng/mL</b>	<b>Any detectable presence</b>
<b>6-Acetylmorphone</b>	<b>10 ng/mL</b>	<b>10 ng/mL</b>	<b>Any detectable presence</b>
<b>Phencyclidine</b>	<b>25 ng/mL</b>	<b>25 ng/mL</b>	<b>Any detectable presence</b>
<b>Amphetamine/methamphetamine</b>	<b>500 ng/mL</b>	<b>250 ng/mL</b>	<b>Any detectable presence</b>
<b>MDMA/MDA</b>	<b>500 ng/mL</b>	<b>250 ng/mL</b>	<b>Any detectable presence</b>

The City reserves the right to test for the above drugs or amend the list of drugs with proper notice to employees.

A picture I.D. is required to be shown at the time of collection.

Established chain of custody procedures will be followed.

## **B. ALCOHOL**

### **I. POLICY OVERVIEW**

The City of Crete has a vital interest in maintaining safe, healthful and efficient working conditions for all of its employees. Being under the influence of alcohol on the job poses serious safety and health risks, not only to the user, but to all those who work or otherwise come into contact with the user. The possession, use or sale of alcohol on the job poses unacceptable risks for safe, healthful, and efficient operations.

It is the City's right, obligation, and intent to maintain a safe, healthful, and efficient working environment for all of its employees and to protect City property, equipment, and operations from the risks associated with alcohol use in the work place.

This Alcohol Misuse Prevention Plan can be altered or modified with proper notice.

### **II. POLICY APPLICATION**

The provisions of this Alcohol Misuse Prevention Plan apply to all employees of the City.

### **III. PROHIBITED CONDUCT**

- (A) No employee shall report for duty or remain on duty with the odor of alcohol about their person and while having an alcohol concentration of 0.02 or greater. (or)  
(or)
- (B) No employee shall refuse to submit to the following alcohol tests:
  - 1) incident/accident
  - 2) return to duty
- (C) No employee shall perform their job with alcoholic beverages in his/her possession while being on duty, except for items held as property or evidence or as required by an official job description.
- (D) Any attempt to invalidate or tamper with the alcohol test will result in the employee not being eligible for consideration for six months.

### **IV. ALCOHOL TESTING PROCEDURES**

Alcohol testing procedures will be performed using a split urine sample, breath alcohol or blood.

#### **A. Reasonable Suspicion Testing**

Reasonable suspicion can arise from an accident that reflected questionable judgement or an incident that brings scrutiny upon the participants.

If it is determined that a reasonable suspicion test is required, the supervisor will contact the City Administrator (City Attorney if the City Administrator is unreachable.)

#### B. Return to Duty Testing

An employee who has a positive alcohol test of .02 or greater will be required to take a return to duty alcohol test.

No employee who is found to have an alcohol concentration of 0.02 or greater shall perform or continue to perform their job for the City, until the start of the employee's next regularly scheduled duty period, but not less than 24 hours following administration of the test.

The employee must have a verified alcohol test result of less than 0.02 to return to the job. If an alcohol test is cancelled and not rescheduled, the employee will not be eligible for consideration for six months. A positive test result will be cause for termination from the City.

#### D. Confidentiality

Each individual's record of testing and results under this policy will be private and confidential.

#### E. Supervisory Training/Employee Awareness

All supervisors are required to complete a training program for detecting signs and symptoms of drug and alcohol use on the job.

Employees will be asked to read a copy of the Alcohol Policy and sign a statement of acknowledgement.

RECEIPT  
FOR  
CITY OF CRETE  
NON-DOT ANTI-DRUG PLAN  
& NON-DOT ALCOHOL MISUSE PLAN FOR  
PART-TIME/SEASONAL STAFF

I hereby acknowledge that I'm aware that the City of Crete Non-DOT Anti-Drug Plan and Non-Dot Alcohol Misuse Plan for Part-time/Seasonal Staff was implemented on \_\_\_\_\_.

I understand and acknowledge that failure to comply with this policy may result in disciplinary action up to and including termination from the City.

---

Print Name

---

Signature

---

Department

---

Date

**Please forward completed form to the Human Resources Department**