



POLICY AND PROCEDURE MEMO

NO. 2.014

DATE: 9-12-13 revised

SUBJECT: DRUG AND ALCOHOL-FREE WORKPLACE
POLICY

D. W. Fitch
CITY MANAGER

I. STATEMENT:

The City has a significant interest in the health and safety of its employees and the citizens of the City of Rochester and believes strongly that all employees should be able to work in an environment free from alcohol and drug abuse.

Accordingly, the City expects all employees to report for work and to perform their duties in a manner which does not jeopardize the health, safety and well-being of co-workers or the public.

II. PROCEDURE

No employee shall possess, use, sell, distribute, manufacture, or be under the influence of alcohol, illegal drugs, unauthorized prescription drugs or any substance that affects the employee's behavior or ability to perform his/her job responsibilities during work hours or during any period of time an employee is engaged in City business, whether on or off City property.

Employees may possess and take prescription drugs prescribed for them by a medical practitioner. Employees are expected to inform their supervisor if they are taking any medication (over-the-counter or prescription) which may cause the employee to be a danger to themselves or others in performing their job duties, or which may otherwise interfere with the performance of their job duties.

Employees who violate this policy are subject to discipline, up to and including discharge from employment.

Any employee who suspects that he/she may have an alcohol or drug dependency problem is strongly encouraged to contact his/her supervisor to seek voluntary diagnosis or treatment. The employee will be provided confidential referral services to an outside agency upon request and assisted in determining the extent to which insurance coverage may help pay for such services. Any referrals for treatment under this policy will not preclude disciplinary action.

In accordance with federal law, an employee is required to notify his/her Department Head of a criminal or civil conviction for a drug violation occurring in the workplace no later than five (5) calendar days after such conviction. In turn, the City, within ten (10) calendar days of learning of such a conviction, must



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give written notification to any federal agency from which the City receives grant funds.

City employees who hold a commercial driver's license and operate a commercial motor vehicle with a gross vehicle weight rating or gross combination weight rating of 26,001 or more pounds and job applicants for positions requiring such a license and operation of such vehicles are also subject to the federal Department of Transportation drug and alcohol testing regulations (see the City's *CDL Controlled Substance and Alcohol Testing Policy*).

The City's Human Resources Manager will serve as the Drug and Alcohol Free Workplace Compliance Officer ("Compliance Officer"), who is responsible for the administration of the program and coordinating and monitoring compliance with Federal, State, and local laws and regulations. Employees with questions regarding this policy should contact the Compliance Officer.

- END OF PROCEDURE -