

**CITY OF RICHARDSON
INTERDEPARTMENTAL POLICY AND PROCEDURE
DRUG AND ALCOHOL FREE WORKPLACE POLICY**

PURPOSE

The purpose of this policy is to establish standard policies and procedures to maintain a drug and alcohol free workplace. The City of Richardson is committed to maintaining a safe, secure, healthy and productive work environment for all employees and ensuring the safe and efficient delivery of services to the citizens. This policy has been established with respect to use, possession, distribution or influence of drugs or alcohol in the workplace. The City intends to make a good faith effort toward maintaining a drug and alcohol free workplace by complying with the requirements of the Federal Drug Free Workplace Act of 1988, as amended and the U.S. Department of Transportation's (D.O.T.) Drug and Alcohol testing rules applicable to employees in positions requiring a Commercial Driver's License (CDL).

SCOPE

This policy applies to all applicants and employees, including full-time, part-time, temporary, student interns and seasonal employees while on duty, on call or standby, while representing the City, while wearing a City uniform, in a City vehicle, or on City premises.

DEFINITIONS

Alcohol is defined as the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol including methyl and isopropyl alcohol.

Controlled Substances (Drugs) are defined as a drug or substance listed in the Texas and Federal Controlled Substance Acts, the Dangerous Drugs Act, and appropriate chapters of the Texas Health and Safety Code, and includes, but is not limited to: marijuana; cocaine; narcotics; opiates; opium derivatives; inhalants; hallucinogens and any other substance having either a stimulant or depressant effect on the nervous system, such as amphetamines or barbiturates.

POLICY

As a public employer, the City is entrusted with the health and safety of citizens. The presence of drugs and alcohol in the workplace and the influence of these substances on employees during working hours are inconsistent with effective government.

The unlawful use, possession, distribution, dispensation, provision, sale, or manufacture of any controlled substance, dangerous drug, alcohol, inhalant, or performance altering substance (or having such illicit substances in his/her system, or the smell of such on his/her breath), while on duty, on call or standby, while wearing a City uniform, in a City vehicle, or on City owned property, is strictly prohibited. Any employee who violates this policy is subject to disciplinary action, up to and including dismissal.

The City provides an Employee Assistance Program which is designed to assist employees and/or their dependents with confidential, professional assessment and referral for assistance in

resolving or accessing treatment for addiction to, dependence on, or problems with alcohol, drugs and other personal problems adversely affecting their job performance.

All employees shall receive and acknowledge the City's policy on a drug and alcohol-free workplace. All newly hired employees shall receive a copy of the policy upon reporting for duty.

EMPLOYEE AND SUPERVISOR RESPONSIBILITIES

City of Richardson employees must act as responsible representatives of the City and as law-abiding citizens. It is the employee's responsibility to report known use, sale, possession or distribution of drugs on City premises or in City vehicles to the immediate supervisor. Employees are required to inform supervisors of any use of prescribed medicine that could affect their performance.

Refusal to sign a consent form and submit to substance abuse testing will be deemed insubordination, subjecting the employee to disciplinary action, up to and including dismissal.

An employee is required to report any arrest, conviction, probation, or deferred adjudication for a criminal drug/alcohol offense to his/her supervisor within five (5) calendar days of that ruling.

It is the employee's responsibility to determine from the physician whether or not a prescribed drug would impair his/her job performance. When reporting such use, the employee is required to have a written statement from his/her doctor regarding the prescription's effect on the employee's performance of job duties and present this to his/her supervisor. When the risk of accident is present, the employee will be directed to take leave with or without pay, or be reassigned to an existing vacant position until the use is discontinued. Paid leave may be charged to sick leave and/or current vacation time if either is available.

Each supervisor/manager is responsible for being familiar with the City of Richardson Drug and Alcohol policies and administration of such policies. Supervisors must keep good records of employee performance. Any situation involving an employee that is believed to be under the influence of drugs/alcohol or the use, sale, possession or distribution of drugs or alcohol should be reported immediately to the Department Director and the Human Resources Director or designee. It is the supervisor's responsibility to document situations of suspected or actual drug/alcohol use.

Signed by Dan Johnson on 02/14/2017
Dan Johnson, City Manager

Date

Originally effective March 12, 1991