



City of Arts & Innovation

Human Resources Board

TO: HUMAN RESOURCES BOARD

DATE: MAY 3, 2021

FROM: HUMAN RESOURCES DEPARTMENT

SUBJECT: REVISIONS TO THE REASONABLE SUSPICION AND POST-ACCIDENT DRUG AND ALCOHOL TESTING POLICY (III-8) AND THE DRUG AND ALCOHOL POLICY FOR EMPLOYEES (EXCEPT FIRE ENGINEERS) IN SAFETY-SENSITIVE CLASSIFICATIONS (III-9).

ISSUE:

Approve revisions to the Reasonable Suspicion and Post-Accident Drug and Alcohol Testing Policy (III-8) and the Drug and Alcohol Policy for Employees (except Fire Engineers) in Safety-Sensitive Classifications (III-9).

RECOMMENDATION:

That the Human Resources Board approve revisions to the Reasonable Suspicion and Post-Accident Drug and Alcohol Testing Policy (III-8) and the Drug and Alcohol Policy for Employees (except Fire Engineers) in Safety-Sensitive Classifications (III-9).

BACKGROUND:

The Reasonable Suspicion and Post-Accident Drug and Alcohol Testing Policy (III-8) was last revised in February 2014. The Drug and Alcohol Policy for Employees (except Fire Engineers) in Safety-Sensitive Classifications (III-9) was last revised in September 2015. As part of the Human Resources Department's practice of regularly reviewing and updating policies and procedures, these policies were reviewed and revised.

DISCUSSION

The Reasonable Suspicion and Post-Accident Drug and Alcohol Testing Policy includes revisions for controlled substances cut-off levels to comply with the guidelines adopted by the Federal Motor Carrier Safety Administration (FMCSA) rules.

The Drug and Alcohol Policy for Employees (except Fire Engineers) in Safety-Sensitive Classifications was revised to include Non-DOT Safety Sensitive Job Positions in accordance with the FMCSA Clearinghouse. A general consent form to conduct a limited query of the

FMCSA commercial driver's license was also added to the policy. Furthermore, both policies also include administrative changes to reflect process changes and conform to a city-wide format.

The policy revisions were reviewed by City Management and a City-Wide Policy Committee for their concurrence.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by: Rene Goldman, Human Resources Director
Approved by: Rafael Guzman, Assistant City Manager

Attachments:

1. Reasonable Suspicion and Post-Accident Drug and Alcohol Testing Policy (III-8)
2. Drug and Alcohol Policy for Employees (Except Fire Engineers) in Safety-Sensitive Classifications (III-9)