



City of Arts & Innovation

Human Resources Board

TO: HUMAN RESOURCES BOARD

DATE: JUNE 7, 2021

FROM: HUMAN RESOURCES DEPARTMENT

SUBJECT: REVISIONS TO REASONABLE SUSPICION AND POST-ACCIDENT DRUG AND ALCOHOL TESTING POLICY (III-8), DRUG AND ALCOHOL POLICY FOR EMPLOYEES (EXCEPT FIRE ENGINEERS) IN SAFETY-SENSITIVE CLASSIFICATIONS (III-9), REQUESTING VOLUNTEERS POLICY (I-9), AND REST AND MEAL BREAKS POLICY (II-5).

ISSUE:

Review and approve revisions to the Reasonable Suspicion and Post-Accident Drug and Alcohol Testing Policy (III-8), Drug and Alcohol Policy for Employees (Except Fire Engineers) In Safety-Sensitive Classifications (III-9), Requesting Volunteers Policy (I-9), and Rest and Meal Breaks Policy (II-5).

RECOMMENDATION:

That the Human Resources Board approve revisions to the Reasonable Suspicion and Post-Accident Drug and Alcohol Testing Policy (III-8), Drug and Alcohol Policy for Employees (Except Fire Engineers) In Safety-Sensitive Classifications (III-9), Requesting Volunteers Policy (I-9) and Rest and Meal Breaks Policy (II-5).

BACKGROUND:

Reasonable Suspicion and Post-Accident Drug and Alcohol Testing Policy (III-8) was last revised in February 2014, Drug and Alcohol Policy for Employees (Except Fire Engineers) In Safety-Sensitive Classifications (III-9) was last revised in September 2015, Requesting Volunteers Policy (I-9) was last revised in July 2006, and Rest and Meal Breaks Policy (II-5) was last revised in November 2012. 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.

The updated Requesting Volunteers Policy includes revisions that establish guidelines, including the departments' responsibility for not allowing volunteers to substitute, supplement or replace any vacancy of paid staff with volunteers. In addition, the revised policy requires that all volunteers have the same obligations as paid city staff to cooperate with and follow the rules and regulations of the department and the city. The revised policy outlines the background check process, driving guidelines, and workers compensation coverage for all volunteers.

The Rest and Meal Breaks Policy ensures compliance with the California Labor Code Section 512 and establishes uniform guidelines for the application of employee rest and meal breaks. Furthermore, all policies also include administrative changes to reflect process changes and to conform to a city-wide format.

The policies were reviewed by City Management and a city-wide Policy Committee for their concurrence with policy changes.

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)
3. Requesting Volunteers (I-9)
4. Rest and Meal Breaks (II-5)