



Office of the City Administrator

To: Mayor Welch, Common Council Members
From: Inga Cushman, Administrative Services Director
Date: January 21, 2020
Subject: Discussion and Possible Action on Non-DOT-Regulated Employee and DOT-Regulated Employee Alcohol Misuse Prevention and Anti-Drug Policies

Summary

Currently in the Employee Handbook & Personnel Manual, there is only one policy related to drug and alcohol use. CVMIC, the City's liability insurance company, recently completed a review of the handbook and recommended splitting the policy into one for Department of Transportation (DOT) Regulated Employees (CDL Drivers) and one for employees who are not regulated by the DOT. In addition, the City needed to add language in reference to the new Drug & Alcohol Clearinghouse that was recently established by the Federal Motor Carrier Safety Administration (FMCSA) to allow for easier searches for drug and alcohol violations nationwide for CDL drivers. The Secretary of Transportation was directed by an act of Congress a few years ago to create the Drug & Alcohol Clearinghouse.

Both policies were based on samples received from CVMIC. The policies were sent to the City Attorney and all employees for review. The City Attorney provided a few comments for revisions and no communication on the policies were received from employees.

Recommendation

To approve the Non-DOT-Regulated Employee Alcohol Misuse Prevention and Anti-Drug Policy and the DOT-Regulated Employee Alcohol Misuse Prevention and Anti-Drug Policy as presented.

Attachments

- Non-DOT-Regulated Employee Alcohol Misuse Prevention and Anti-Drug Policy
- DOT-Regulated Employee Alcohol Misuse Prevention and Anti-Drug Policy