



# Request for City Council Committee Action from the Human Resources Department

**Date:** May 2, 2008

**To:** Executive Committee

**Referral to:** Ways & Means/Budget Committee

**Subject:** *Pre-Employment Drug & Alcohol Testing Policy and Procedures*

**Recommendation:** Adopt the proposed/revised Pre-Employment Drug & Alcohol Testing Policy and receive and file the attached Procedures for Pre-Employment Drug & Alcohol Testing and direct Human Resources to place the Policy and Procedures in the Policy Library.

**Previous Directives:**

Prepared by: Charles J. Bernardy, Manager, Human Resources

Approved by: \_\_\_\_\_  
Pam French, HR Director

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Steven Bosacker, City Coordinator

Presenters in Committee: Pam French & Charles Bernardy

**Reviews**

Permanent Review Committee (PRC)	Approval: NA Date: NA
Civil Rights Approval	Approval: NA Date: NA
Department Heads	Reviewed: January 3, 2008
City Labor Management Committee	Meet and Confer: February 14, 2008
Policy Review Group (PRG)	Approval: Yes Date: March 4, 2008

**Financial Impact:** The financial impact associated with the adoption of the policy will result from the costs associated with administering drug and alcohol tests to job applicants. The increased cost will be associated with the increase in the number of positions that require a pre-employment drug and alcohol testing. These costs will be borne by the department filling a vacant position covered by the proposed policy.

**Community Impact:** Outlined below

**Scope:**

- ◆ The proposed policy will only apply to job applicants, not current City employees. Current employees are subject to testing under the existing Reasonable Suspicion Drug & Alcohol Testing Policy.
- ◆ Will apply to all new hires including individuals being hired into appointed, classified and temporary positions.

- ◆ Eliminating criteria that defined what positions would be subject to pre-employment drug & alcohol testing.

**Reasons for the changes:**

1. To ensure employees are drug and alcohol free at the time of testing and prior to a final offer of employment being made.
2. To safeguard employees and citizens against the potential risks associated with employees who are chemically dependent.
3. To ensure continued compliance with state and federal laws.
4. To protect City resources by further reducing the liability associated with negligent hiring cases.