



Request for City Council Committee Action From the Department of Human Resources

Date: November 14, 2002

To: Ways and Means/Budget Committee

Prepared or Submitted by _____ Ann Eilbracht, 673-2139

Approved by _____, John Moir, City Coordinator

Subject: Drug and Alcohol Testing

Presenters in Committee: Ann Eilbracht

Recommendation

Approve the new policy for Drug and Alcohol Testing for Job Applicants.
Approved by Executive Committee at their November 13, 2002 meeting.

Financial Impact (Check those that apply)

- No financial impact or Action is within current budget.
(costs will be absorbed by existing departmental budgets)
- Action requires an appropriation increase to the Capital Budget
- Action requires an appropriation increase to the Operating Budget
- Action provides increased revenue for appropriation increase
- Action requires use of contingency or reserves
- Other financial impact (Explain):

Request provided to the Budget Office when provided to the
Committee Coordinator

Background/Supporting Information -

For the past several years, the City has required new hires in sworn positions (police officers and fire fighters) to undergo a drug and alcohol screening as part of their conditional offer of employment. The City has also required all new hires who come under the Minnesota Department of Transportation rules to undergo a drug and alcohol screening. Most of these positions are in the Public Works

Department. Even though we have been administering these tests, the City does not have a comprehensive written policy.

The Minnesota Drug and Alcohol Testing in the Workplace Act, Statute Sections 181.950 through 181.957 require that all drug testing policies of employers be in writing and specifically requires that the policy state the reasons for the drug testing. The statutes also require that an applicant be given a copy of the policy before being required to drug test.

The Human Resources Department recognized the legal requirement to have a written policy. We identified five criteria to decide if a job classification should be subject to the new policy. These criteria are:

1. Requires driving of a City vehicle
2. Allows access to drugs and alcohol
3. Requires operation of heavy and/or motorized equipment
4. Includes direct interaction with children and vulnerable adults
5. Responds to life-threatening emergencies

We reviewed the draft policy with the Department Heads and the Board of Business Agents. Their input further refined the draft and the list of classifications that will be subject to the policy.

The new policy will cost the City approximately \$17,000 per year in administrative and laboratory fees. The Human Resources Department will bill the operating department for their screenings.