



DECATUR PUBLIC LIBRARY

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BOARD OF TRUSTEES
Personnel, Policy, and Public Relations Committee
Thursday, February 6, 2020 4:30 p.m.
Decatur Public Library Board Room
AGENDA

- I. Call to Order – Samantha Carroll
- II. Approval of agenda
- III. Minutes
 1. Minutes of January 2, 2020 meeting
- IV. **Public comments** – 15-minute time period for citizens to appear and express their views before the Decatur Public Library Board. Limit of 3 minutes per speaker; total of 15 minutes. No immediate response will be given by the Library Trustees or Library staff members.
- V. Written Communications from the Public
- VI. Old Business
 1. Equity, Diversity, Inclusion (Discussion)
 2. Volunteer Policy (Action)
 3. Other (Discussion)
- VII. New Business
 1. FOIA Report (Discussion)
 2. Personnel Update (Discussion)
 3. Public Relations/Marketing Plan (Discussion)
 4. Strategic Plan (Discussion)
 5. Drug- and Alcohol-Free Workplace Policy (Action)
 6. Procedure for Determining On-the-Job Intoxication—Alcohol and Drugs (Action)
 7. Other (Discussion)
- VIII. Adjournment

If you have questions please contact:

Rick Meyer, City Librarian

421-9713 rmeyer@decaturlibrary.org



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Volunteer Policy

The Decatur Public Library (“Library”) believes volunteers are a vital part of any successful public library. Volunteers aid the Library in making the best use of its fiscal resources and contribute to excellent working relationships with community groups and organizations. Volunteer opportunities offer citizens a way to contribute to the community and learn more about the Library, while helping the library expand and enrich its services. The Library and its volunteers work together to achieve the goals and mission of the Library.

Purpose of Volunteer Policy:

The purpose of this policy is to provide overall guidance and direction to staff and volunteers engaged in activities in the Library. These policies are for internal management guidance only, and do not constitute, either implicitly or explicitly, a contractual or personnel agreement. The Library reserves the right to change any part of this policy and all other Library policies at any time and to expect after notification, adherence to the changed policy. Changes or exceptions from this policy may be granted by the City Librarian. Changes must be obtained in advance, in writing, and approved by the City Librarian. Issues not covered by this policy shall be resolved by the City Librarian.

Definition of “Volunteer”:

A volunteer is anyone who without compensation or expectation of compensation performs a task at the direction of a Library supervisor or on behalf of the Library. A volunteer must apply and be interviewed. After the date of the approval of this policy, volunteers must execute an Acknowledgement of Volunteer Status and Acceptance of Decatur Public Library Policies prior to commencement of the Volunteer’s service at the Library.

The Library accepts the service of volunteers with the understanding that such service is at the sole discretion of the Library. Volunteers understand that the Library may at any time, for any reason terminate the volunteer’s relationship with the Library.

Who Can Volunteer:

Volunteers shall be recruited without regard to any individual’s age, race, creed, color, national origin, religion, marital status, sexual orientation, gender, physical appearance, socioeconomic level, or any other legally protected characteristic.

Volunteers under the age of 18 must have parental consent, and may not work without direct supervision by a staff member or an adult volunteer. The Library will only accept volunteers 14 and older.

Any person interested in volunteering at the Library must fill out an application form. Each application will be reviewed by the department head. Candidates will be accepted based on their qualifications in relation to the needs of the library at any given time. Acceptance of an application is at the Library's discretion.

No volunteer will be eligible for medical, health, accident, or worker's compensation benefits.

Supervision:

Each volunteer will be assigned to an on-site supervisor, and is required to follow work procedures established by the staff member. The supervisor is responsible for the day-to-day management and guidance of a volunteer's work, and will be available for assistance. Volunteers should feel free to ask any questions of this person or report any problems or concerns about their assignment. Volunteers are expected to perform their duties to the best of their ability, and be loyal to the mission, values, goals, and policies of the library. All volunteers should keep their supervisor informed of their projects and work status, and of any change to their schedule.

While volunteers serve the needs of every Library department, they will not be used to replace the work done by paid Library staff. They are also not allowed to perform activities that could reveal confidential patron information.

Behavior:

Volunteers are expected to conduct themselves in accordance with, and adhere to all established policies and procedures of the Library, including, but not limited to, policies regarding work schedule, attendance, conduct, performance, safety procedures, proper attire, etc. Volunteers can be released from their duties at any time at the discretion of the Library.

Volunteer Training:

All volunteers will receive a general orientation on the purpose of the Library, the program they will be working with and a tour of the Library.

Volunteers will receive -on-the-job training to provide them with the information and skills reasonably necessary to perform their assignment. Staff members with responsibility for delivery of services should have an active role in the training of the volunteers.

Each volunteer accepted to a position with the Library will have a clearly identified supervisor. This supervisor shall be responsible for the day-to-day guidance of the work of the volunteer and shall be reasonably available to the volunteer for consultation and assistance.

Volunteers are expected to perform their duties on a regular scheduled and timely basis. If volunteers expect to be absent they should notify their immediate supervisor in advance so the alternative arrangements may be made.

Volunteer Recognition:

The Volunteer Supervisor and staff directly involved with the volunteers may design a program of recognition for the volunteers.

Approved by the Decatur Public Library Board of Trustees

February 16, 2017



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Any person interested in volunteering at the Library must fill out an application form. Each application will be reviewed by the department head. Candidates will be accepted based on their qualifications in relation to the needs of the library at any given time. Acceptance of an application is at the Library's discretion.

Volunteers will agree to undergo a background check prior to beginning their duties at the library.

No volunteer will be eligible for medical, health, accident, or worker's compensation benefits.

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1/4/2020	Mr. Girdler		Emails Meyer-Williams/Emails Eytchison/emails iGrow/emails library-city/bottled water
1/31/2020	Mr. Girdler		Concerned Citizen/Selma movie/Sexton communications/Williams communications/Eytchison Communications with Meyer, Frazier, Henkel
1/6/2020	Ms. Baker		Emails Meyer-Rotary/Travel Oct-Dec/emails Meyer--Wrighton/emails Young/Emails Ziese -- Henkel



STRATEGIC PLAN 2017 - 2021



GOALS and STRATEGIES

MISSION

The Decatur Public Library strengthens the community by:
promoting the love of reading and life-long discovery,
helping ensure children and teens are ready and excited to learn,
offering robust connections to the digital world,
partnering to support local workforce development activities, and
providing a creative and welcoming environment for all.

VISION

The Library is recognized as an invaluable center of the community for its educational, economic, and cultural services, and in its role as a gathering place for all residents.

GOAL 1: WELCOMING ENVIRONMENT

Create a welcoming environment to increase use and the satisfaction of patrons

STRATEGIES:

1. Develop a plan to rework the interior space, focusing on ease of use for customers, and flexible use of space in the future
2. Work with the City to provide options for repairing the parking lot, and creating a plan for the outlying building
3. Improve both exterior and interior signage
4. Enhance the appeal of the exterior entrance, lobby and interior entry area
5. Strengthen customer service and friendliness, particularly at the checkout and reference desk areas

GOAL 2: ENGAGE COMMUNITY

Engage the broader community more fully

STRATEGIES:

1. Create a public relations and marketing plan to increase awareness of the broad array of available Library services
2. Increase partnerships with colleges, businesses and community organizations to increase resources and improve awareness of the Library
3. Advance connections to local schools to promote Library use
4. Explore options to broaden outreach outside of the Library facility, particularly to under-resourced households

GOAL 3: REMOVE BARRIERS

Work to remove potential barriers to Library use

STRATEGIES:

1. Increase the diversity of the Library staff, board, and volunteers to better reflect the community
2. Examine options for eliminating or minimizing the deterrent effect of Library fines
3. Consider opportunities to develop remote access or return locations for materials

GOAL 4: SERVICE & RESOURCES

Improve and enhance targeted areas of Library service and resources to expand and deepen use

STRATEGIES:

1. Advance teen service, through possible development of an on-going teen advisory group, creation of an engaging teen space, innovative teen programming, and/or increased teen-service staff
2. Expand adult programming, covering multiple formats and topics
3. Sustain and support existing, exceptional services for children
4. Continue the review of collections to better focus and match patron use and community needs
5. Working in partnership with other community providers, expand workforce and economic development services and resources
6. Improve digital access for patrons, including easier use of current computer and on-line services, increased digital collections, and acquiring new technologies as appropriate

GOAL 5: EXAMINE PRACTICES

Examine administrative and staffing practices to improve use of existing resources and the fulfillment of the Library's mission

STRATEGIES:

1. Review effective organizational structures and practices of other libraries for possible implementation
2. Improve communication and connections between Library departments
3. Train and develop staff to work toward a more flexible and innovative workplace which, in turn, engages and delights patrons

Decatur Planning Committee

Susan Bishop

Library Assistant, Children's Division

Samantha Carroll

Friends of the Decatur Public Library

Robert Edwards

Assistant City Librarian

Alissa Henkel

Head of Adult Division

Rick Meyer

City Librarian

Mark Sorensen

Vice President, Board of Trustees

Amy Stockwell

Decatur Public Library Foundation

Vicky Wrigley

Decatur Public Library Foundation

Sophia Xethalis

Friends of the Decatur Public Library

Gregg Zientara

Board of Trustees

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John Phillips

President

Mark Sorensen

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Aaron Largent

Secretary

Paula Heinkel

Trustee

Keyria Rodgers

Trustee

Michael Sexton

Trustee

Jenny Sykes

Trustee

Donna Williams

Trustee

Gregg Zientara

Trustee



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130 N Franklin Street
Decatur, IL 62523

(217) 424-2900
www.decaturlibrary.org



STRATEGIC PLAN 2017 - 2021



GOALS and STRATEGIES

MISSION

The Decatur Public Library strengthens the community by:
encouraging lifelong learning & creativity, offering connections to the digital world, partnering with the community, and providing a welcoming environment for all.

VISION

The Library will be recognized as an invaluable center of the community for its educational, economic, and cultural services, and in its role as a gathering place for all residents.

GOAL 1: WELCOMING ENVIRONMENT

Create a welcoming environment to increase use and the satisfaction of patrons

STRATEGIES:

1. Adopt a plan to rework the interior space, focusing on ease of use for customers, and flexible use of space in the future.
2. Improve both exterior and interior signage.
3. Enhance the appeal of the exterior entrance, lobby and interior entry area.

GOAL 2: ENGAGE COMMUNITY

Engage the broader community more fully

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1. Create a public relations and marketing plan to increase awareness of the broad array of available Library services.
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CITY OF DECATUR

ADMINISTRATIVE POLICY & PROCEDURE MANUAL

Subject: DRUG AND ALCOHOL FREE WORKPLACE	Number F - 131
Effective Date January 1, 2020	Revision 4
	Page 1 of 7

1.0 POLICY STATEMENT

- 1.1 It is the policy of the City of Decatur to maintain a safe, healthful, productive and drug free work environment. The unlawful possession, use, manufacture, distribution, smoking, storage, consumption or dispensing of a controlled substance or alcoholic liquor is prohibited in the workplace, while performing job duties or while on call.
- 1.2 The Drug-Free Workplace Act of 1988 requires agencies receiving federal grants to specifically state the City's policy that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace.
- 1.3 This Policy is in addition to those provisions set forth in other Policies, including but not limited to Policy F-130 and F-132 and is not meant to supersede any provisions in collective bargaining agreements in direct conflict.

2.0 DEFINITIONS

- 2.1 **Drugs:** Controlled substances including, but not limited to, any non-prescribed controlled substance that the employee is not authorized to possess or consume by law; any substance listed in the Controlled Substances Act (720 ILCS 570 et. seq.); any substance listed in the Cannabis Control Act (720 ILCS 550 et. seq.); and drugs or substances which may not be listed in the Controlled Substances Act or the Cannabis Control Act but which have adverse effects on perception, judgment, memory or coordination.
- 2.2 **On-call:** An employee is deemed on-call when the employee is scheduled with at least 24 hours notice to be on standby or otherwise responsible for performing tasks related to the employee's employment either at City premises or other previously designated location(s) by the employee's supervisor or other City employee to perform a work related task.
- 2.3 **Reasonable Suspicion:** A good faith belief based on specific, articulable symptoms that an employee is manifesting while working that decrease or lessen the employee's performance of the duties or tasks of the employee's job position that are sufficient to lead a reasonably prudent person to find that an employee is impaired or under the influence of drugs or alcohol while at the workplace, while

engaged in work for the employer, or while on call for work. Factors that may be considered include, but are not limited to, any of the following, alone or in combination:

- a. Abnormal, irrational, erratic or unusual demeanor, behavior or conduct;
- b. Excessive unexcused absenteeism, tardiness, or deterioration in work performance;
- c. Disregard for the safety of the employee or others, or involvement in any accident that results in serious damage to equipment or property;
- d. Negligence or carelessness in the operating of City equipment or machinery;
- e. Carelessness that results in any injury to the employee or others;
- f. Slurred speech or unsteady walking, reduction in dexterity, agility, coordination or movement;
- g. Illegal possession of drugs or controlled substances;
- h. Information obtained from a reliable and credible source with personal knowledge that has been independently corroborated;
- i. Disruption of a production or manufacturing process;
- j. Observable phenomena, such as direct observation of drug or alcohol use, employee's speech, the presence of the odor of drugs or alcohol on or about the employee and/or the physical symptoms or manifestations of being under the influence of drugs or alcohol;

2.4 Workplace: The City's premises, including any building, real property and parking area under the control of the City or area used by the employee while in performance of the employee's job duties, vehicles, whether leased, rented or owned or private vehicles parked or otherwise on the City's premises or worksite.

3.0 PROHIBITED CONDUCT AND ACTIVITIES

3.1 The following conduct is prohibited by the City:

- a. The unauthorized use, possession, manufacture, distribution, smoking, storage, consumption or sale of drugs, drug paraphernalia, or alcohol while on or in City property, in the workplace, while performing job duties or while on call.

- b. Being under the influence of drugs or alcohol while on or in City property, in the workplace, while performing job duties or while on call.
- c. Being under the influence of legal or prescribed drugs or chemicals used in excess of, or in non-conformity with, prescribed limits while on or in City property, in the workplace, while performing job duties or while on call.
- d. The illegal use, possession, manufacture, distribution, smoking, storage, consumption or sale of drugs or drug paraphernalia whether on or off duty.
- e. The use, consumption, possession, manufacture, distribution, delivery, purchase or sale of cannabis or cannabis-infused substances by firefighters and law enforcement officers while on or off duty. No adverse employment action will be taken based solely on the lawful possession or consumption of cannabis or cannabis-infused substances by members of the employee's household.
- f. Storing *of* any illegal drug, drug paraphernalia, cannabis or alcohol in or on City property.
- g. Failing to notify an employee's supervisor prior to starting work of any known side effects of medications, prescription drugs, or other chemical compounds or supplements of any kind, including cannabis, that the employee is taking or has taken which might affect the performance of the employee's duties.
- h. Refusing to immediately submit to and failing to comply with an alcohol and/or drug test when requested by a supervisor pursuant to Policy F-130.
- i. Failing to provide, within one work day following a request, appropriate documentation confirming a valid prescription for any drug or medication identified by a positive drug test.
- j. Failing to adhere to the requirements of any drug and/or alcohol treatment program in which the employee is enrolled as a condition of continued employment.
- k. Failing to notify the employee's supervisor of any arrest, conviction, or relevant plea (including pleas of guilty and nolo contendere) relating to drugs or alcohol no later than the earlier of the next date the employee is scheduled to work or two calendar days following the arrest, conviction, or plea.
- l. Tampering with, adulterating, altering, substituting or otherwise obstructing any testing process required pursuant to this Policy.

- m. Violating the provisions of Federal and State laws and regulations pertaining to Commercial Driver's License as well as violating provisions of Policy F-132 Commercial Driver's License.

4.0 PROCEDURES

- 4.1 The City will continue its policy of post-offer drug testing for job applicants. Failure of the drug test for all drugs other than cannabis will result in the withdrawal of a job offer. Failure of the drug test for cannabis will result in the withdrawal of a job offer for positions requiring a Commercial Drivers License, for law enforcement officer positions, for firefighter positions, for safety sensitive positions, for positions prohibited from use of cannabis under the terms of a collective bargaining agreement, and those positions prohibited pursuant to federal or state rules and regulations. Failure of the drug test for cannabis may result in the withdrawal of a job offer for all other positions.
- 4.2 If reasonable suspicion exists that an employee violated this Policy, the employee will be subject to, and must submit to, reasonable drug and alcohol testing in conformance with Policy F-130.
- 4.3 Any drug and alcohol testing procedures in collective bargaining agreements shall remain in full force and effect. When this policy and collective bargaining agreement language are in direct conflict, collective bargaining language shall prevail. Otherwise this policy language shall prevail.
- 4.4 Employees must notify their supervisor prior to starting work of any known side effects of medications, prescription drugs, or other chemical compounds or supplements of any kind, including cannabis, that they are taking or have taken which might affect the performance of their duties or threaten the safety of the employee or any other person.
- 4.5 Employees must notify their supervisor of any arrest, conviction, or relevant plea, including pleas of guilty and nolo contendere, relating to drugs or alcohol no later than the earlier of the next date the employee is scheduled to work or two calendar days following the arrest, conviction, or plea. In accordance with federal law, City will notify any applicable federal contracting officer or officers of any relevant conviction or plea within 10 days of receiving notice of the conviction or plea.
- 4.6 All employees whose positions are funded by Community Development Block Grant ("CDBG") or other Federal sources will be notified in writing that as a condition of employment, the employee will: 1) abide by the terms of this Policy; 2) notify the City of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction; and, 3) violations of the policy will result in personnel actions listed in this Policy.

- 4.7 The City will notify the U.S. Department of Housing and Urban Development (HUD) and Federal Transit Administration (FTA) within ten (10) days after receiving notice of such a conviction of an employee.
- 4.8 The City will notify HUD and FTA when required that the City has a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace, that the City maintains a drug free workplace, the availability of drug counseling rehabilitation and employee assistance programs, and that penalties may be imposed upon employees for drug abuse violations occurring in the workplace.

5.0 VOLUNTARY TREATMENT

- 5.1 The City strongly encourages employees who believe or suspect that they may be abusing drugs and/or alcohol to voluntarily seek treatment before their job performance is affected. Any employee who notifies the City of alcohol or drug abuse problems will be treated in the same manner as any other employee with an illness. Information and communications regarding an employee's voluntary treatment or counseling due to actual or suspected drug and/or alcohol abuse shall remain confidential in accordance with state and federal law.
- 5.2 Employees who voluntarily seek treatment for drug and/or alcohol abuse shall not be subject to discipline, discharge, or discrimination based solely on such voluntary treatment if the treatment is sought prior to any of the following:
 - a. The employee testing positive for illegal drugs, cannabis and/or alcohol;
 - b. The employee being notified of an upcoming or impending drug and/or alcohol test;
 - c. The occurrence of an event that gives rise to reasonable suspicion that the employee is under the influence of drugs and/or alcohol;
 - d. Any return to duty or related follow-up testing for drugs and/or alcohol;
 - e. The occurrence of an accident which requires the employee to submit to drug and/or alcohol testing.
- 5.3 Employees who seek treatment voluntarily for drug and/or alcohol abuse shall continue to be subject to appropriate disciplinary action up to and including termination for substandard job performance, unexcused absences, abuse of drugs and/or alcohol, or any other violations of City policy whether such violations are directly or indirectly related to the employee's use of drugs and/or alcohol.

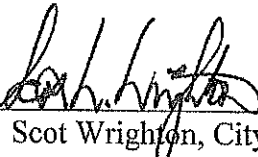
- 5.4 Employees who voluntarily seek treatment for drug and/or alcohol abuse shall not be excused from required drug and/or alcohol testing in accordance with this or other policies even when voluntary treatment was sought prior to the testing in question. No employee shall be permitted to use voluntary treatment for drug and/or alcohol abuse to avoid otherwise legitimate disciplinary action for failure to comply with this or other policies.
- 5.5 Employees may request a medical leave of absence to obtain treatment for drug and/or alcohol abuse in accordance with the Family Medical Leave Act and other applicable laws. Such leave requests shall be treated in the same manner as any other request for leave pursuant to administrative policy.

6.0 PENALTIES

- 6.1 Employees found in violation of this Policy will be subject to disciplinary action up to and including termination or be required to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement or other appropriate agency.
- 6.2 Employees subjected to discipline on the basis that the employee is under the influence or impaired by alcohol or drugs shall be afforded a reasonable opportunity to contest the basis of the determination.

7.0 RESPONSIBILITIES

- 7.1 The Human Resources Director will be responsible for the administration of this Policy and for establishing a drug-free awareness program.
- 7.2 The Neighborhood Services Manager will be responsible for providing notification of this policy to all employees funded by CDBG or other Federal sources as provided in this Policy as well as for notifying HUD of violations as provided herein.
- 7.3 The Deputy City Manager will notify the FTA of any such violations of this Policy as required by law or regulation.



Scot Wrighton, City Manager

See Also:

- F-130 Procedure for Determining On-The-Job Intoxication-Alcohol and Drugs
- F-132 Commercial Driver's License
- F-600 Uniform Guidelines for Disciplinary Action

CITY OF DECATUR

ADMINISTRATIVE POLICY & PROCEDURE MANUAL

Subject: PROCEDURE FOR DETERMINING ON-THE-JOB INTOXICATION -ALCOHOL AND DRUGS	Number F - 130
Effective Date January 1, 2020	Revision 4
Page 1 of 6	

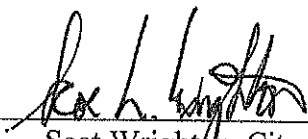
1.0 POLICY STATEMENT:

Alcoholism and drug dependence are fully recognized by the City as treatable illnesses and will be regarded as such by the City. The City is sensitive to the impact alcoholism and drug use can have on the lives of employees and their families. For this reason, the city makes an Employee Assistance Program (EAP) available for the purpose of helping employees cope with these illnesses. However, the use of illegal drugs, abusing prescribed drugs, being under the influence of alcohol, drugs, cannabis, or consuming or using alcohol, drugs, cannabis or cannabis-infused products in the workplace while performing job duties or while on call represents grounds for discipline and possible dismissal from service with the City. A policy of on-the-job detection of drug or alcohol abuse should not be interpreted as barring voluntary entry into the EAP prior to detection or disciplinary actions arising out of an on-the-job drug or alcohol abuse. Supervisors who suspect an employee has been using illegal drugs, abusing prescribed drugs, is under the influence of alcohol, drugs or cannabis, whose work performance may be impaired by drugs or alcohol, or is consuming alcohol, drugs, cannabis or cannabis-infused products in the workplace, while performing their job duties, or while on call, will order the employee to take a breath test or drug screen test to determine such.

2.0 DEFINITIONS:

- 2.1 **Drugs:** Controlled substances including, but not limited to any non-prescribed controlled substance that the employee is not authorized to possess or consume by law; any substance listed in the Controlled Substances Act (720 ILCS 570 et. seq.); any substance listed in the Cannabis Control Act (720 ILCS 550 et. seq.); and drugs or substances which may not be listed in the Controlled Substances Act or the Cannabis Control Act, but which have adverse effects on perception, judgment, memory or coordination.
- 2.2 **On-call:** An employee is deemed on-call when the employee is scheduled with at least twenty-four (24) hours notice to be on standby or otherwise responsible for performing tasks related to the employee's employment either at City premises or other previously designated location by the employee's supervisor or other City employee to perform a work-related task.
- 2.3 **Reasonable Suspicion:** A good faith belief based on specific, articulable symptoms an employee is manifesting while working that decrease or lessen the employee's performance of the duties or tasks of the employee's job position that are sufficient to lead a reasonable prudent person to find that an employee is impaired or under the influence of drugs or alcohol while at the workplace, while engaged in work for the

- 3.2 All employees are required to submit to alcohol and/or drug testing if a supervisor determines that there is reasonable suspicion to believe that an employee has been using illegal drugs, abusing prescribed drugs, is under the influence of alcohol, drugs or cannabis, or is consuming alcohol, drugs, cannabis or cannabis-infused products in the workplace, while performing their job duties or while on call. If the employee refuses, the refusal will be treated as refusing a direct order from a supervisor as well as a positive test and the employee will be subject to discipline up to and including dismissal.
- 3.3 If the employee agrees to the appropriate test, the employee's supervisor will request the police command officer to give the breath test or request personnel in the Human Resources Department to arrange for the drug screen test. The supervisor will transport and accompany the employee for the appropriate test and transport or arrange for transportation home for the employee.
- 3.4 If there is evidence of intoxication or the presence of illegal drugs, the appropriate action can be taken.
- 3.5 The employee will not be allowed to return to work pending the results of the drug and/or alcohol test.
- 3.6 Employees subjected to discipline on the basis that the employee is under the influence or impaired by alcohol or drugs shall be afforded a reasonable opportunity to contest the basis for the imposition of discipline.
- 3.7 Nothing in this Policy should be interpreted as superseding terms set forth in a collective bargaining agreement.
- 4.0 **RESPONSIBILITY:** It is the responsibility of all supervisors to take the above steps should an employee be suspected of using illegal drugs, abusing prescribed drugs, is under the influence of alcohol, drugs or cannabis, or is consuming alcohol, drugs, cannabis or cannabis-infused products in the workplace, while performing their job duties or while on call. All department directors are responsible for insuring that this policy is implemented by their supervisors.



Scot Wrighton, City Manager

See Also:

- F-131 Drug and Alcohol Free Workplace
- F-132 Commercial Driver's License
- F-600 Uniform Guidelines for Disciplinary Action

employer or while on call for work. Factors that may be considered include, but are not limited to, any of the following, alone or in combination:

- a. Abnormal, irrational, erratic or unusual demeanor, behavior or conduct;
- b. Excessive unexcused absenteeism, tardiness, or deterioration in work performance;
- c. Disregard for the safety of the employee or others, or involvement in any accident that results in serious damage to equipment or property;
- d. Negligence or carelessness in the operating of City equipment or machinery;
- e. Carelessness that results in any injury to the employee or others;
- f. Slurred speech or unsteady walking, reduction in dexterity, agility, coordination or movement;
- g. Illegal possession of drugs or controlled substances or an arrest for violation of a drug statute;
- h. Information obtained from a reliable and credible source with personal knowledge that has been independently corroborated;
- i. Disruption of a production or manufacturing process;
- j. Observable phenomena, such as direct observation of drug or alcohol use, employee's speech, the presence of the odor of drugs or alcohol on or about the employee and/or the physical symptoms or manifestations of being under the influence of drugs or alcohol;

2.4 Workplace: The City's premises, including any building, real property and parking area under the control of the City or area used by the employee while in performance of the employee's job duties, including vehicles, whether leased, rented or owned or private vehicles parked or otherwise on the City's premises or worksite.

3.0 PROCEDURES:

3.1 If a supervisor has reasonable suspicion to believe that an employee has been using illegal drugs, abusing prescribed drugs, is under the influence of alcohol, drugs or cannabis, or is consuming alcohol, drugs, cannabis or cannabis-infused products in the workplace, while performing their job duties or while on call, the supervisor will complete the Reasonable Suspicion Checklist Form attached to this Policy and if reasonable suspicion exists, will order the employee to take a breath test or drug test which could be a urine drug screen test, blood test, hair follicle test or saliva test and will also notify the Human Resources Department of said order.

REASONABLE SUSPICION CHECKLIST
POLICY F-130

Reasonable Suspicion: A good faith belief based on specific, articulable symptoms an employee is manifesting while working that decrease or lessen the employee's performance of the duties or tasks of the employee's job position that are sufficient to lead a reasonably prudent person to find that an employee is impaired or under the influence of drugs or alcohol while at the workplace, while engaged in work for the employer, or while on call for work.

Please check all that apply.

Factors that may be considered include, but are not limited to, any of the following, alone or in combination:

- Abnormal, irrational, erratic or unusual demeanor, behavior or conduct. Please specify.

- Excessive unexcused absenteeism, tardiness, or deterioration in work performance. Please specify.

- Disregard for the safety of the employee or others, or involvement in any accident that results in serious damage to equipment or property. Please specify.

Negligence or carelessness in the operating of City equipment or machinery. Please specify.

Carelessness that results in any injury to the employee or others. Please specify.

Slurred speech or unsteady walking, loss of dexterity, agility, coordination or movement. Please specify.

Illegal possession of drugs or controlled substances. Please specify.

- Information obtained from a reliable and credible source with personal knowledge that has been independently corroborated. Please specify.

- Disruption of a production or manufacturing process. Please specify.

- Observable phenomena, such as direct observation of drug or alcohol use, employee's speech, the presence of the odor of drugs or alcohol on or about the employee and/or the physical symptoms or manifestations of being under the influence of drugs or alcohol. Please specify.
