

Substances Tested

The substances that will be tested for are consistent with DOT standards. Testing for the presence of alcohol will be conducted by analysis of breath and/or saliva. Testing for the presence of the metabolites of drugs will be conducted by the analysis of urine.

This includes marijuana, cocaine, opioids, amphetamines, phencyclidine (PCP and any other prohibited substance in accordance with Part 40 as well as any drug not approved for medical use by the U.S. Drug Enforcement Administration or the U.S. Food and Drug Administration. Illegal use includes use of any illegal drug, misuse of legally prescribed drugs, and use of illegally obtained prescription drugs.

Consequences:

One of the goals of the Drug-Free Workplace Program is to encourage employees to voluntarily seek help with alcohol and/or drug problems. If, however, an individual violates the policy, the consequences are serious. If an employee violates the policy, he or she will be subject to disciplinary action, up to and including termination.

The City may discipline or terminate an employee possessing, consuming, controlling, selling or using alcohol, drugs or other controlled substances during work hours. The City may also discipline or terminate an employee who exhibits an ongoing dependence on alcohol, drugs or other controlled substances which, in the City's opinion, impairs the employee's work performance, poses a threat to the public confidence, or is a safety risk to the City or others.

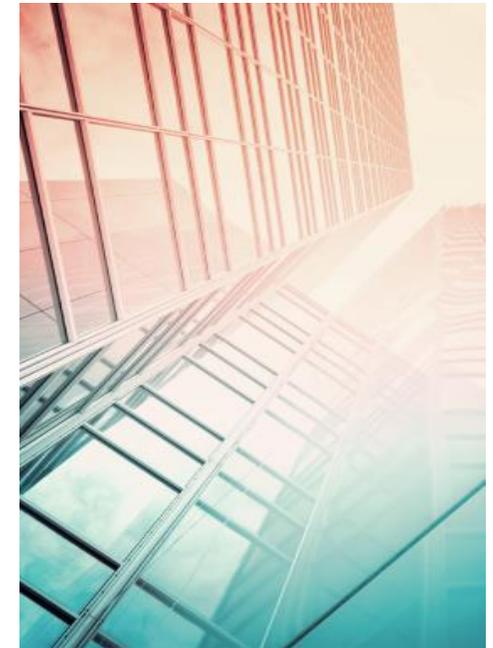
This Policy should be construed as consistent with applicable law, and shall be separate from and in addition to the City's policies, practice, and obligations regarding drug and alcohol testing of employees as required by the Department of Transportation.

Need Help?

**EAP Services: Panhandle Health Group
Alliance: 762-2545
24-Hour Hotline: 1-877-492-7001**

City of Alliance

Drug-Free Workplace, Substance Abuse and Drug Testing Policy



This brochure summarizes Policy 15.13 in your Personnel Manual. **Refer to your handbook for the complete policy. Contact HR for additional information.**

Purpose and Goal

The City of Alliance is committed to protecting the safety, health and well-being of all employees and other individuals in our workplace. We recognize that alcohol abuse and drug use pose a significant threat to our goals. We have established a Drug-Free Workplace Program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment. The City encourages employees to voluntarily seek help with drug and alcohol problems.

Covered Workers

Any individual who conducts business for the organization, is applying for a position or is conducting business on the organization's property is covered by the Drug-Free Workplace Policy. The policy includes, but is not limited to managers, supervisors, full-time employees, part-time employees and applicants.

Prohibited Behavior

It is a violation of the Drug-Free Workplace Policy to use, possess, sell, d/or offer for sale alcohol, illegal drugs or intoxicants.

Employees are encouraged to:

- Be concerned about working in a safe environment
- Support fellow workers in seeking help
- Use the Employee Assistance Program
- Report dangerous behavior to their supervisor

Prescription and over-the-counter drugs are not prohibited when taken in standard dosage and/or according to a physician's prescription. Any employee taking prescribed or over-the-counter medications will be responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with safe performance of his job. If you have a prescription for a prohibited drug, visit with your prescribing physician to determine if an alternative treatment or medication is available that does not render you medically unqualified under applicable regulations to perform your position or is likely to pose a significant safety risk. If the use of a medication could compromise the safety of the employee, fellow employees or the public, it is the employee's responsibility to notify their Department Head. At the option of the Department Head, an employee may be reassigned to less hazardous duty or be placed on sick leave if impaired work performance might pose a threat to the public confidence or to the safety of the employee or others for a temporary period of time.

Searches

Entering the organization's property constitutes consent to searches and inspections. If an individual is suspected of violating the Drug-Free Workplace Policy, he may be asked to submit to a search or inspection at any time. Searches can be conducted of pockets and clothing, lockers, wallets, purses, briefcases and lunchboxes, desks and work stations and vehicles and equipment.

Drug Testing

The City shall perform and confirm all drug and alcohol tests, and preserve specimens resulting from such tests, in the manner consistent with and to the extent required under the Nebraska Drug and Alcohol Testing Act, NEB. REV. STAT. §§ 48-1901 to 1910. Each employee, as a condition of employment, will be required to participate in reasonable suspicion (including post-accident) testing. Testing for Safety-sensitive positions and DOT positions may also include pre-employment and random testing as outlined in separate policies.