
CITY OF KETTERING — ADMINISTRATIVE POLICIES

PERSONNEL POLICIES & PROCEDURES

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Policy No. 402: Alcohol and Drug Use

A. General Provisions

1. This Policy applies to all City employees and applicants for City employment.
2. The purpose of this Policy is to promote productivity and the safety of employees and the public by discouraging employees from working while under the influence of alcohol or drugs. The public is entitled to the best from its employees and should be protected against the costs of absenteeism and the dangers of partial incapacity and impaired judgment. This is especially important for police, fire and other employees who use weapons, operate equipment, drive vehicles, work in hazardous situations or make critical judgments. In addition, police officers are sworn to enforce the law, including important laws relating to alcohol and drugs. All employees must seek at all times to maintain the public's confidence and respect for themselves as employees, and for the City of Kettering as an organization.
3. Alcoholism and chemical dependence are treatable diseases. By encouraging treatment for individual employees, the City hopes to reduce absenteeism, inefficiency, accidents and health care costs.
4. Employees shall be held accountable for any violations of this Policy, to the extent that disciplinary action may be taken against the employee, up to and including dismissal. Ultimately the responsibility for complying with the provisions of this Policy, fitness for duty, and where applicable, seeking out and participating in rehabilitation programs, rests with the employee.

B. Applicants For Employment - Drug Testing

1. After an applicant is selected as one of the potential employees for a position, the City may require the applicant to submit to a drug test. The City will routinely test all applicants in top-standing or prospective employees for all regular full-time positions.
2. If the initial drug test is positive, a confirmation test may be run on the same sample using the most accurate testing method reasonably available.

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3. If the confirmation test is also positive, the City may refuse to hire the applicant. The City will treat the applicant as required by law.

C. City Employees - Use of Alcohol and Drugs

1. The use or possession of illegal drugs or other controlled substances, except medication prescribed for the employee by a licensed physician, and the unlawful manufacture, distribution and dispensing of such controlled substances by any employee is unacceptable behavior. Such behavior is cause for disciplinary action, up to and including dismissal. Discipline shall be on a case-by-case basis and consistent with applicable laws. Among those factors to be evaluated in determining discipline are: if the employee either used or was under the influence of the drug or substance while on duty; if the employee's performance or attendance has reflected such use; the nature of employee's job; the level of public trust and/or responsibility for public safety held by the employee; and the employee's past record of performance and behavior.
2. When an employee is taking prescribed medication, on or off the job, which has the potential to impact his/her ability to perform his/her job safely, the employee shall notify the City as provided for in Policy No. 401: Safety.
3. At work, employees shall not have in their possession nor consume alcoholic beverages.
4. An employee shall not report to work, nor continue to work, under the influence of alcohol or any illegal drug and/or controlled substance other than medication prescribed by a licensed physician.
5. Supervisors who have evidence of violations of this Policy shall initiate immediate disciplinary measures and inform the Director of Human Resources or his/her designee.
6. Department Directors may establish policies, not inconsistent with this Policy, in the areas of alcohol usage, possession and/or distribution, and/or controlled substance possession that address the unique circumstances of their Department, in a manner that is consistent with Policy No. 1001: Policy Modifications.

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D. City Employees - Alcohol and Drug Testing

*Note: Policy No. 408: Alcohol and Drug Policy for Employees Who Operate Commercial Motor Vehicles may also apply depending on certain facts or circumstances. Please refer to Policy No. 408 for additional information.

1. When the City has a “reasonable suspicion” that an employee is violating this Policy, the City may require the employee to submit promptly to an alcohol test (by breathalyzer, blood test or other method) and/or to a drug test (by urinalysis, blood test or other method).
2. The Director of Human Resources or his/her designee and the employee’s Department Director or his/her designee shall jointly determine whether there is a basis for a “reasonable suspicion” that would warrant testing.
3. For the purposes of this Policy “reasonable suspicion” may be based upon, but is not limited to: the employee’s potential responsibility for an accident or other incident which results in bodily injury or damage to property; an employee’s violation of traffic or other laws which has the potential for causing bodily injury or property damage; unexplained and excessive absence; reports that the employee uses or is under the influence of alcohol or drugs; the odor of alcohol on an employee; unusual behavior such as slurred speech or lack of coordination; or an employee’s prior violation of this Policy.
4. The City may require an employee who has previously violated this Policy, as a condition of continued employment, to submit to testing at any time. The Director of Human Resources or his/her designee and the employee’s Department Director or his/her designee shall jointly determine when such testing for monitoring purposes is warranted, and/or whether there is a basis for a “reasonable suspicion” that would warrant testing.
5. When the City requests, the employee shall submit promptly to testing at a facility of the City’s choice. Refusal to submit promptly to alcohol or drug testing shall constitute insubordination and will result in disciplinary action up to and including dismissal.

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6. The collection of test samples and all testing shall be conducted by appropriate medical personnel. The test results shall be reported directly to the Director of Human Resources or his/her designee.
7. If the initial drug test is positive for any controlled substance, a confirmation test shall be run on the same sample using the most accurate testing method reasonably available. The employee may be suspended pending receipt of the confirmation test results. If the confirmation test is also positive, the employee shall be deemed to be in violation of this Policy.
8. If an employee is found to be in violation of this Policy, following a positive confirmation test, the City may initiate disciplinary action, up to and including dismissal. Discipline shall be on a case-by-case basis and consistent with applicable laws. Among those factors to be evaluated in determining discipline are: if the employee either used or was under the influence of alcohol, drugs or other controlled substances while on duty; if the employee's performance or attendance has reflected such use; the nature of employee's job; the level of public trust and/or responsibility for public safety held by the employee; the employee's past record of performance and behavior; the employee's explanation for the positive test result; and the employee's willingness to participate in a substance abuse program, or rehabilitation program if treatment is appropriate.
9. An employee who tests positive may, at his/her own expense, have another test run on the same sample.
10. Information resulting from such tests will not be divulged except to the extent necessary to protect a legitimate interest of the City or to the extent required by law.
11. Supervisors shall review Policy No. 405: Medical Examinations, Policy No. 402: Alcohol and Drug Use, Policy No. 610: Equal Employment Opportunity, Non-Discrimination, Prohibition Against Harassment and Compliance with the Employment Provisions of Title I of the Americans with Disabilities Act, and applicable bargaining agreements, in addition to consulting with the Director of Human Resources or his/her designee, when contemplating the requirement for an employee to submit to alcohol or drug testing.

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E. Employee Assistance

1. The City will give employees reasonable consideration and assistance in obtaining treatment for alcoholism and chemical dependence, where applicable. The City will assist employees who request help in obtaining a source for professional treatment. An employee may request assistance from his/her supervisor, Department Director or the Human Resource Department. Regular full-time and regular part-time employees are eligible to use the City's Employee Assistance Program (see Policy No. 407: Employee Assistance Program).
2. However, if conduct for which discipline is appropriate has already occurred, or if the City has begun disciplinary action against an employee who has not voluntarily sought treatment, alcoholism or chemical dependence will not be considered a valid explanation for the employee's performance problems and in no way will be given any weight by the City when contemplating the appropriate disciplinary action to be taken.
3. Employees who seek voluntary treatment for alcoholism or chemical dependency, or seek such treatment after a disciplinary action has been contemplated or begun, are reminded that such treatment provides them with an opportunity to deal with their dependency problem, however, it does not provide them with immunity against contemplated or future disciplinary actions for past, present or future violations of this Policy.
4. The City will grant sick leave for treatment of alcoholism and chemical dependence on the same basis as other illnesses. If an employee has used all available leave, the City will consider granting an unpaid leave of absence for professional treatment in accordance with Policy No. 304: Leave Without Pay and Policy No. 310: Family and Medical Leave Act. The leave of absence may be conditioned upon the receipt of reports that the employee is cooperating and making reasonable progress in the treatment program.

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The City Manager hereby delegates the appropriate responsibility and authority to administer this Policy to the City's Assistant City Manager and Department Directors.

Approved:

9/15/15

Date



Mark Schwieterman
City Manager

Issued:

9/15/15

Date



Sara Mills
Director of Human Resources