



Personnel Policies
CITY OF WESLACO,
TEXAS

DRUG AND ALCOHOL-FREE WORKPLACE

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All employees are expected and required to report to work on time and in appropriate mental and physical condition for work. Our intent is to maintain a drug-free, healthful, safe and secure work environment.

If employees are taking a drug or other medication, whether or not prescribed by a physician, which is known or publicized as possibly impairing judgment, coordination, or other senses important to the safe and productive performance of work, they must notify their immediate supervisor prior to starting work. Management will determine whether they can work and impose any necessary work restrictions.

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance on City premises or while conducting City business off premises is absolutely prohibited. Violations of this policy will result in corrective action and/or termination of employment, and may have legal consequences.

The City recognizes alcohol and drug abuse as a potential health, safety and security problem. If employees need help in dealing with such problems, they are encouraged to use our health insurance plans, as appropriate. Conscientious efforts to seek help for an alcohol or substance abuse problem will not jeopardize their job and will not be noted in their personnel records.

When there is evidence to reasonably suspect that an employee has reported to work or is working impaired due to alcohol or drugs, the employee may be asked to submit to alcohol and drug testing. Any employee involved in either a job-related accident or incident involving the apparent violation of a safety rule or standard, which did or could have resulted in serious injury or property damage, may be asked to submit to alcohol and drug testing. A supervisor must relieve the employee of duty or take the employee to the City Medical Advisor for testing and/or evaluation. No employee, reasonably suspected to be under the influence of drugs or alcohol, will be allowed to drive themselves to be tested/examined or to drive home.

Employees must, as a condition of employment, abide by the terms of this policy and submit to drug and alcohol testing, and report any conviction under a criminal drug statute for violations occurring on or off City premises while conducting City business. A report of a conviction must be made to the Human Resources Director within five days after the conviction. This requirement is mandated by the Drug-Free Workplace Act of 1988. For more detailed information, consult the Human Resources Director. The City utilizes the following drug and alcohol tests and procedures.

Pre-employment: Applicants must undergo a drug screening examination for illegal drugs and/or controlled substances prior to acceptance for final employment.

Reasonable Suspicion: If reasonable suspicion of substance abuse exists that an employee has used, possessed or is under the influence of alcohol, any illegal drug, or any controlled substance, the employee may be required to submit a urine and/or blood specimen for testing. Circumstances which constitute a basis for determining "reasonable suspicion" may include, but are not limited to:

- A pattern of abnormal or erratic behavior.
- Direct observation of drug or alcohol use.
- Presence of the physical symptoms of drug or alcohol use (i.e., glassy or bloodshot eyes, alcohol odor on breath, slurred speech, poor coordination and/or reflexes).

Post-accident: Whenever an employee is involved in an accident in which it causes any bodily injury or property damage, the employee will be required to submit a urine specimen for testing as soon after the accident as possible.

Random Testing: Under the direction of City Manager, a random test may be conducted on selected groups of employees. The selection criteria for the tested group will insure that no one individual is singled out for testing. Mandatory testing of all employees in the selected group is required. The purpose of random testing is to insure our work areas remain safe and free of drug and alcohol abuse. The laboratory will conduct random selection.

Testing Procedures: An employee reasonably suspected of the use of illegal drugs or unauthorized controlled substances and/or alcohol while on duty will be taken to the Certified Testing Facility for testing. Chain-of-custody procedures will be followed when obtaining samples.

The Department Head at his/her discretion may have the employee taken home and paid for the time required to get test results or may assign the employee to safe light duty pending the test results.

The results of the drug test will be delivered to the Human Resources Director. In the event of a confirmed positive test result and the absence of a legitimate medical explanation for it, the employee tested will be subject to corrective action or termination of employment.

There are special background checking and drug testing requirements for all City drivers required to have a Commercial Driver's License (CDL). Contact the Human Resources Director for specific information.