

CITY OF HIBBING
DRUG AND ALCOHOL-FREE
WORKPLACE POLICY

INTRODUCTION

The City of Hibbing has a responsibility to its citizens to provide a safe, productive work environment. The City also has a responsibility to assure that its employees are providing services in a physically and psychologically fit manner. In order to achieve these objectives, City of Hibbing employees must be able to work in a drug and alcohol-free working environment, and themselves be free from the effects of drugs and alcohol while at work.

In recognizing that the health and wellness of employees is imperative to a productive work environment, the City intends to focus on education, prevention and assistance measures in striving to maintain a drug and alcohol-free workplace. The purpose of this policy is to set forth the City's rules regarding drugs and alcohol use and possession in the workplace.

COVERAGE OF POLICY

The City of Hibbing Drug and Alcohol-Free Workplace Policy is applicable to all City of Hibbing employees, independent contractors and volunteers or any individual representing the City in any capacity. It is the responsibility of every City department to enforce all provisions of this policy. Questions regarding the policy should be referred to the City of Hibbing Human Resources Department. All coverage and intent of this policy is in accordance with the provisions of the Drug-Free Workplace Act-1988.

DEFINITIONS

- “Alcohol and drug use”: defined as the use of mood altering drugs including but not limited to forms of alcohol, narcotics, depressants, stimulants, hallucinogens, marijuana or the use of prescription drugs which impair job performance.
- “Controlled substances”: defined as those substances of which the use, distribution or possession is controlled by regulation or statute.
- “Impaired job performance”: defined as a situation in which an employee has impaired alertness, coordination, reactions, responses or effort; if the employee's behavior or conduct is a safety or health threat; or if the employee's behavior or conduct has the appearance of unprofessional, irresponsible conduct detrimental to the City's public image.

- “Employee”: defined as any person employed by the City.

POLICY STATEMENTS

1. The City of Hibbing prohibits the use, possession, sale or transfer of alcohol, or controlled substances, identified by State or Federal laws, during all work hours, on City owned property or whenever City work is being performed.

EXCEPTION: This policy statement does not apply to Police Department employees when the prohibited act or possession is performed in accordance with Police Department policy, and such use or possession is necessary in connection with the investigation of illegal activities.

2. The City of Hibbing will provide to its citizens and employees a workplace free of the use of drugs or alcohol. No employee or contractor of the City shall report to work while impaired or influenced by alcohol, controlled substances or other mood altering drugs. The City encourages employees in safety sensitive positions to notify their Supervisors if they are taking medically prescribed drugs which may impair job performance.

3. The City of Hibbing prohibits any employee or contractor of the City from operating, using or driving any equipment, machinery or vehicle in performance of City work while impaired or influenced by the use of alcohol or drugs.

4. The City of Hibbing prohibits employees from consuming or using alcoholic beverages or controlled substances during lunch, dinner meals or break periods when returning to work to perform work on behalf of the City.

5. The City of Hibbing requires, pursuant to the Drug-Free Workplace Act - 1988 that an employee must notify their Supervisor of any criminal drug conviction for a violation occurring in the workplace, within five (5) days of such conviction. The City will notify the contracting/granting agency within ten (10) days of receipt of an employee conviction notice.

6. The City of Hibbing requires that any employee who is called to work in a call-out situation must notify his/her Supervisor or Department Head prior to starting work if the employee has consumed alcoholic beverages, ingested controlled substances or taken prescription drugs which may impair performance of duties. It will be the responsibility of the employee’s Supervisor/Department Head to ask pertinent questions to determine the employee’s ability to perform in a safe, fully functioning capacity. It will be the responsibility of the Supervisor/Department Head to document the authorization to come to work.

7. The City of Hibbing requires that Supervisors/Department Heads notify the City Administrator when there is evidence or reasonable suspicion to believe that an employee has or may have illegal drugs in his/her possession at work.

It will be the responsibility of the City Administrator or their designee to contact the appropriate law enforcement agency to take action in these circumstances.

8. The City of Hibbing requires that any employee in violation of any of the provisions of this policy will be subject to disciplinary action including possible termination. Each situation involving a violation will be thoroughly investigated and action taken on a case-by-case basis.

9. The City of Hibbing will take an active role in educating employees of the dangers involved in drug and alcohol use and abuse. The City will continue to promote the use of the Employee Assistance Program for the purpose of assisting and rehabilitating employees with drug or alcohol related problems. Employees who may have an alcohol or drug abuse problem are encouraged to seek a professional, confidential assessment from the Employee Assistance Program before the problem impacts on the employee's ability to perform the job.

10. City of Hibbing employees have a responsibility to abide by the provisions of this policy. Any Supervisor or Department Head who observes an individual in violation of these provisions shall document the circumstances, facts and observations made. An investigation shall then be conducted to determine the facts of the situation. For safety reasons City employees have a responsibility to report any situation on the job in which they observe an employee functioning under impaired circumstances or have information indicating that an employee has violated any provision of this policy. The City of Hibbing may require that any employee in violation of any of the provisions of this policy participate in a referral to the Employee Assistance Program. Compliance with any subsequent referrals for treatment programs will be mandatory.

NON-DISCRIMINATION STATEMENT

The City of Hibbing Drug and Alcohol-Free Workplace Policy will be applied and enforced without discrimination.

EFFECTIVE DATE: _____

Adopted: _____

City Administrator

Date