

Mazeppa Drug Free Work Place Policy

Drug-Free Work Place

The City of Mazeppa hereby certifies that it will maintain a drug-free work place by prohibiting employees from engaging in the unlawful manufacture, sale, distribution, possession, or use of controlled substances.

Any employee found to be unlawfully purchasing, selling, transferring, distributing, possessing, or manufacturing drugs or chemicals while on the job will be prosecuted to the fullest extent of the law, in addition to disciplinary action up to and including discharge. Any criminal conviction resulting from such on the job misconduct must be reported to the city clerk/administrator by the convicted employee within five (5) days of such conviction. In all such cases, appropriate personnel action shall be taken within 30 days of such notice, if not already accomplished.

Drug And Alcohol Testing Policy

All employees of the City of Mazeppa by nature of their public employment are subject to public scrutiny in the performance of their jobs. Because of this public scrutiny it is imperative that the City, through its management and supervision, be given the appropriate tools to handle problems such as substance abuse and alcohol abuse. Drug testing shall be required of all job applicants who have received a conditional offer of employment with the City of Mazeppa. All such job applicants have a right to refuse, however, refusal shall result in a withdrawal of the conditional employment offer.

Drug and/or alcohol testing shall be required of any employee whose conduct on the job causes a supervisor or Department Director to form a reasonable suspicion that the employee is under the influence of alcohol and/or drugs. A "reasonable suspicion" shall be defined as a basis for forming a belief based upon specific facts and rational inferences drawn from those facts. The employee has a right to refuse such testing, however, a first refusal shall result in a mandatory suspension without pay pending (a) completion of the testing process pursuant to the supervisor's or department head's instruction, and (b) referral for alcohol/drug evaluation and counseling. A refusal in a second or subsequent incident will result in disciplinary action up to and including dismissal, pursuant to the City's Personnel Policies and Procedures Manual.

All initial drug tests will be conducted at a state-licensed testing laboratory selected by the City of Mazeppa. If the test and required confirmatory test is positive, the applicant or employee may request a confirmatory retest done at his/her own expense, provided such written request is received within five (5) working days of his/her notification. Such retest may be done at any state-licensed testing laboratory. In addition, employees may offer an explanation for positive tests or retests.

The City will not discharge, discipline, discriminate against, or request or require rehabilitation of an employee on the basis of a positive test result from an initial screening test that has not been verified by a confirmatory test or confirmatory retest, if taken.

In the event that any drug test result shows a positive indication of drug and/or alcohol, and the employee has previously been through chemical dependency treatment, disciplinary action will be taken, up to an including dismissal pursuant to the City's Personnel Policies and Procedures