



**AGENDA ITEM #10.3**

**REPORT TO CITY COUNCIL**

**Report Prepared by: Nancy Malecha**

---

**Date:** February 4, 2020

**Subject:** Drug & Alcohol Policy Revisions

**Report:** The City's Drug and Alcohol Policies were last updated in 2005. Since then, there have been legislative changes that have impacted these policies which were also noted as an Administration Department project priority for 2019. Attached are the amended DOT Drug and Alcohol Testing Policy and Non-DOT Drug and Alcohol Testing & Drug and Alcohol-Free Workplace Policy for the City of Pequot Lakes as drafted by the City Attorney.

**Council Action Requested:** Council motion adopting the resolution amending the Drug and Alcohol Policies for the City of Pequot Lakes.

**CITY OF PEQUOT LAKES  
RESOLUTION 20-\_\_\_\_**

**RESOLUTION ADOPTING DRUG & ALCOHOL POLICIES**

**WHEREAS**, the Pequot Lakes City Council has the authority to adopt and amend policies to maintain a safe, healthful, and efficient working conditions for employees; and

**WHEREAS**, the Pequot Lakes City Council has determined that there is a need for amended drug and alcohol testing and workplace policies for the best interest of employees and the public.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF PEQUOT LAKES, MINNESOTA** that the amended City of Pequot Lakes DOT Drug and Alcohol Testing Policy and Non-DOT Drug and Alcohol Testing & Drug and Alcohol-Free Workplace Policy dated February 4, 2020 attached hereto are hereby adopted.

**BE IT FURTHER RESOLVED** that these Drug and Alcohol Testing and Alcohol-Free Workplace policies shall apply to the City of Pequot Lakes and shall supersede all other policies previously adopted.

Adopted by the City Council of the City of Pequot Lakes this 4<sup>th</sup> day of February, 2020.

ATTEST:

\_\_\_\_\_  
James Tayloe  
Mayor

\_\_\_\_\_  
Nancy Malecha  
City Administrator

**City of Pequot Lakes**  
**DOT Drug and Alcohol Testing Policy**

Effective Date: February 4, 2020

Table of Contents

**Section 22.1 Purpose and Objectives..... 1**

**Section 22.2 Procedures..... 3**

**22.2.1 Persons Subject to Testing & Types of Tests ..... 3**

22.2.1.1 Pre-Employment Testing ..... 3

22.2.1.2 Post-Accident Testing ..... 4

22.2.1.2.1 Post-Accident Controlled Substance Testing..... 5

22.2.1.2.2 Post-Accident Alcohol Testing ..... 5

22.2.1.3 Random Testing..... 6

22.2.1.4 Reasonable Suspicion Testing ..... 6

22.2.1.5 Return-to-Duty Testing ..... 7

22.2.1.6 Follow-Up Testing ..... 8

**22.2.2 Cost of Required Testing..... 8**

**22.2.3 Required Prior Controlled Substance and Alcohol Checks for Applicants ..... 8**

**22.2.4 Prohibited Conduct..... 9**

22.2.4.1 Under the influence of alcohol when reporting for duty or while on duty ..... 9

22.2.4.2 On-Duty Use of Alcohol ..... 9

22.2.4.3 Pre-Duty Use of Alcohol..... 9

22.2.4.4 Alcohol Use Following an Accident ..... 9

22.2.4.5 Refusal to Submit to a Required Alcohol or Controlled Substance Test ..... 9

22.2.4.6 Altering or Attempting to Alter a Urine Sample or Breath Test ..... 10

22.2.4.7 Controlled Substance Use ..... 11

22.2.4.8 Controlled Substance Testing..... 11

**22.2.5 Collection and Testing Procedures..... 11**

22.2.5.1 Alcohol Testing ..... 12

22.2.5.2 Controlled Substance Testing..... 12

**22.2.6 Review of Test Results ..... 13**

**22.2.7 Notification of Test Results ..... 14**

22.2.7.1 Employees ..... 14

22.2.7.2 Right to Confirmatory Retest..... 15

22.2.7.3 Dilute Specimens..... 15

**22.2.8 Consequences for Drivers Engaging in Prohibited Conduct..... 15**

22.2.8.1 Job Applicants..... 15

22.2.8.2 Employees ..... 15

22.2.8.2.1 Removal from Safety-Sensitive Functions ..... 15

22.2.8.2.2 Notification of Resources Available ..... 16

22.2.8.2.3 Discipline, up to and including discharge ..... 16

22.2.8.2.4 Evaluation and Return to Duty Testing ..... 16

22.2.8.2.5 Follow-Up Testing ..... 17

22.2.8.2.6 Refusal to Test..... 17

22.2.8.2.7 Responsibility for Cost of Evaluation and Rehabilitation ..... 17

**22.2.9 Loss of CDL License for Traffic Violations in Commercial and Personal Vehicles..... 17**

Title: Table of Contents

Effective Date: 2-4-20

Effective Date(s) of Amendment(s):

---

22.2.10 Maintenance and Disclosure of Records.....	18
22.2.11 Policy Contact for Additional Information.....	18
<b>Section 22.3 Definitions.....</b>	<b>19</b>

Title: DOT Drug and Alcohol  
Testing Policy

Effective Date: 2-4-20

Effective Date(s) of Amendment(s):

---

## **SECTION 22 DOT DRUG AND ALCOHOL TESTING POLICY**

### **Section 22.1 Purpose and Objectives**

The City of Pequot Lakes ("City") has a vital interest in maintaining a safe, healthful, and efficient working conditions for employees, and recognizes that individuals who are impaired because of drugs and/or alcohol jeopardize the safety and health of other workers, the public, as well as themselves. The City is concerned about providing a safe workplace for its employees, and while the City does not intend to intrude into the private lives of its employees, it is the goal to provide a work environment conducive to maximum safety and optimum work standards. Alcohol and drug abuse can cause unsatisfactory job performance, increased tardiness and absenteeism, increased accidents and workers' compensation claims, higher insurance rates, and an increase in theft of City property. The use, possession, manufacture, sale, transportation, or other distribution of controlled substance or controlled substance paraphernalia and the unauthorized use, possession transportation, sale, or other distribution of alcohol is contrary to this policy and jeopardizes public safety.

In response to regulations issued by the United States Department of Transportation ("DOT"), the City has adopted this DOT Drug and Alcohol Testing Policy for employees who hold a commercial driver's license ("CDL") to perform their duties. The City also has a separate Non-DOT Drug and Alcohol Testing Policy (Section 21) for employees or testing not covered by DOT regulations.

Given the significant dangers of alcohol and controlled substance use, each applicant and driver must abide by this policy as a term and condition of hiring and continued employment. Moreover, federal law requires the City to implement such a policy.

To ensure this policy is clearly communicated to all drivers and applicants, and in order to comply with applicable federal law, drivers and applicants are required to review this policy and sign the Notice and Consent of Drug and Alcohol Testing the City will provide.

Because changes in applicable law and the City's practices and procedures may occur from time to time, this policy may change in the future, and nothing in this policy is intended to be a contract, promise, or guarantee the City will follow any particular course of action, disciplinary, rehabilitative or otherwise, except as required by law. This policy does not in any way affect or change the status of any at-will employee.

Any revisions to the federal Omnibus Transportation Employee Testing Act of 1991 or DOT regulations will take precedent over this policy to the extent the policy has not incorporated those revisions.

Title: DOT Drug and Alcohol  
Testing Policy

Effective Date: 2-4-20

Effective Date(s) of Amendment(s):

---

If any specific provisions of this policy conflicts with any current labor contract or civil service rules, the labor contract or civil service rules will prevail, except for any specific language required by law.

The City retains the full and unrestricted right to establish, modify, or eliminate any component of employment related to or included within this policy.

Title: Procedures

Effective Date: 2-4-20

Effective Date(s) of Amendment(s):

---

## Section 22.2 Procedures

### 22.2.1 Persons Subject to Testing & Types of Tests

All employees are subject to testing whose job duties include performing “safety-sensitive functions” on City vehicles that:

- Have a gross combination weight rating or gross combination weight of 26,001 pounds or more, whichever is greater, inclusive of a towed unit(s) with a gross vehicle weight rating or gross vehicle weight of more than 10,000 pounds, whichever is greater; or
- Have a gross vehicle weight rating or gross vehicle weight of 26,001 or more pounds whichever is greater; or
- Are designed to transport 16 or more passengers, including the driver; or
- Are of any size and are used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act (49 U.S.C. § 5103(b)), and which require the motor vehicle to be placarded under the Hazardous Materials Regulations (49 C.F.R part 172, subpart F).<sup>1</sup>

The following functions are considered safety-sensitive:

- all time waiting to be dispatched to drive a commercial motor vehicle
- all time inspecting, servicing, or conditioning a commercial motor vehicle
- all time driving at the controls of the commercial motor vehicle
- all other time in or upon a commercial motor vehicle (except time spent resting in a sleeper berth)
- all time loading or unloading a commercial motor vehicle, attending the same, giving or receiving receipts for shipments being loaded or unloaded, or remaining in readiness to operate the vehicle
- all time repairing, obtaining assistance, or attending to a disabled commercial motor vehicle.<sup>2</sup>

The City may test any applicant to whom a conditional offer of employment has been made and any driver for controlled substance and alcohol under any of the following circumstances:

#### 22.2.1.1 Pre-Employment Testing

All applicants, including current employees seeking a transfer, applying for a position where duties include performing safety-sensitive duties described above, will be required to take a drug test prior to the first time a driver performs a safety-sensitive function for the City.

---

<sup>1</sup> 49 C.F.R. §§ 382.107 (defining commercial motor vehicles, driver, and safety-sensitive functions) and .301-.311 (establishing required testing)

<sup>2</sup> 49 C.F.R. § 382.107 (defining safety-sensitive functions)

Title: Procedures

Effective Date: 2-4-20

Effective Date(s) of Amendment(s):

---

A driver may not perform safety-sensitive functions unless the driver has received a controlled substance test result from the Medical Review Officer ("MRO") indicating a verified negative test result. In addition to pre-employment controlled substance testing, applicants will be required to authorize in writing former employers to release alcohol test results of .04 or greater, positive controlled substance test results, refusals to test, other violations of drug and alcohol testing regulations, and completion of return to duty requirements within the preceding three years.

All applicants, including current employees seeking a transfer, applying for a position where duties include performing safety-sensitive duties described above, will be required to take an alcohol test prior to the first time a driver performs a safety-sensitive function for the City, but only after a conditional offer of employment has been made. No applicant, including current employees seeking a transfer, will perform safety-sensitive functions unless the driver has received an alcohol test result from the MRO indicating a test result of .02 or less Blood Alcohol Content ("BAC").

The City will contact the candidate's DOT regulated previous and current employers within the last three years for drug and alcohol test results as referenced above, and review the testing history if feasible before the employee first performs safety-sensitive functions for the City.<sup>3</sup> Beginning in 2020, the City will also conduct a limited query of the Federal Motor Carrier Safety Administration's (FMCSA) Clearinghouse for all candidates. In addition, at least once a year, the City will conduct a limited query of the Clearinghouse for each currently employed CDL driver. If the limited query reveals that the Clearinghouse has information about resolved or unresolved drug and alcohol program violations by a candidate or current employee, he or she will be asked to provide electronic consent to a full query of the Clearinghouse (unless he or she has previously provided electronic consent). In the event a full query of the Clearinghouse reveals unresolved violation information for a candidate or current employee, the driver will not be permitted to perform safety-sensitive functions, including the operation of a Commercial Motor Vehicle and, in the case of a candidate, may have their conditional offer of employment rescinded or, in the case of a current employee, may be subject to discipline.

#### **22.2.1.2 Post-Accident Testing**

As soon as practicable following an accident involving a commercial motor vehicle operating on a public road, the City will test each surviving driver for controlled substances and alcohol when the following occurs:

- The accident involves a fatality; or
- The driver receives a citation for a moving traffic violation from the accident and an injury is treated away from the accident scene; or

---

<sup>3</sup> 49 C.F.R. § 382.301 (describing requirements of pre-employment testing)

Title: Procedures

Effective Date: 2-4-20

Effective Date(s) of Amendment(s):

- The driver receives a citation for a moving traffic violation from the accident and a vehicle is required to be towed from the accident scene.

The following chart summarizes when DOT post-accident testing needs to be conducted:

Type of accident involved	Citation issued to the DOT covered CDL driver?	Test must be performed by the City
i. Human fatality	YES	YES
	NO	YES
ii. Bodily injury with immediate medical treatment away from the scene	YES	YES
	NO	NO
iii. Disabling damage to any motor vehicle requiring tow away	YES	YES
	NO	NO

A driver subject to post-accident testing must remain readily available, or the driver will be deemed to have refused to submit to testing. This requirement to remain ready for testing does not preclude a driver from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary medical care.<sup>4</sup>

**22.2.1.2.1 Post-Accident Controlled Substance Testing**

Drivers are required to submit a urine sample for post-accident controlled substance testing as soon as possible. If the driver is not tested within thirty-two (32) hours after the accident, the City will cease its attempts to test the driver and prepare and maintain on file a record stating why the test was not promptly administered.

**22.2.1.2.2 Post-Accident Alcohol Testing**

Drivers are required to submit to post-accident alcohol testing as soon as possible. After an accident, consuming alcohol is prohibited until the driver is tested. If the driver is not tested within two (2) hours after the accident, the City will prepare and maintain on file a record stating why the test was not administered within that time. If eight (8) hours have elapsed since the accident and the driver has not submitted to an alcohol test, the City will cease its attempts to test the driver and prepare and maintain on file a record stating why the test was not administered.

<sup>4</sup> 49 C.F.R. § 382.303 (describing requirements of post-accident testing)

Title: Procedures

Effective Date: 2-4-20

Effective Date(s) of Amendment(s):

---

The City may accept the results of a blood or breath test in place of an alcohol test and urine test for the use of controlled substances if:

- The tests are conducted by federal, state, or local officials having independent authority for the test, and
- The tests conform to applicable federal, state, or local testing requirements, and
- The test results can be obtained by the City.

Whenever such a test is conducted by a law enforcement officer, the driver must contact the City and immediately report the existence of the test, providing the name, badge number, and telephone number of the law enforcement officer who conducted the test.

#### **22.2.1.3 Random Testing**

Every driver will be subject to unannounced alcohol and controlled substance testing on a random selection basis. Drivers will be selected for testing by use of a scientifically valid method under which each driver has an equal chance of being selected each time selections are made. These random tests will be conducted throughout the calendar year. Each driver who is notified of selection for random testing must cease performing safety-sensitive functions and report to the designated test site immediately. It is mathematically possible drivers may be selected and tested more than once, and others not at all.

If a driver is selected for a random test while he or she is absent, on leave, or away from work, that driver may be required to undergo the test when he or she returns to work.

For 2019, federal law requires the City to test at a rate of at least twenty-five percent (25%) of its average number of drivers for controlled substances each year, and to test at a rate of at least ten percent (10%) of its average number of drivers for alcohol each year. These minimum testing rates are subject to change by the DOT.<sup>5</sup>

#### **22.2.1.4 Reasonable Suspicion Testing**

When a supervisor has reasonable suspicion to believe a driver has engaged in conduct prohibited by federal law or this policy, the City will require the driver to submit to an alcohol and/or controlled substance test.

The City's determination that reasonable suspicion exists to require the driver to undergo an alcohol test will be based on "specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the driver." In the case of

---

<sup>5</sup> 49 C.F.R. § 382.304 (describing requirements of random testing)

Title: Procedures

Effective Date: 2-4-20

Effective Date(s) of Amendment(s):

---

controlled substances, the observations may include indications of the chronic and withdrawal effects of a controlled substance.

The required observations for reasonable suspicion testing will be made by a supervisor or other person designated by the City who has received appropriate training in identification of actions, appearance, and conduct of a driver, which are indicative of the use of alcohol or controlled substance. These observations leading to an alcohol or controlled substance test, will be reflected in writing and signed by the supervisor who made the observations. The record will be retained by the City. The person who makes the determination that reasonable suspicion exists to conduct testing will not be the person conducting the testing, which shall instead be conducted by another qualified person.

Alcohol testing is authorized only if the observations are made during, just before, or just after the driver has ceased performing such functions. If a reasonable suspicion alcohol test is not administered within two (2) hours following the determination of reasonable suspicion, the City will prepare and maintain on file a record stating the reasons the alcohol test was not promptly administered. If a reasonable suspicion alcohol test is not administered within eight (8) hours following the determination of reasonable suspicion, the City will prepare and maintain on file a record stating the reasons the alcohol test was not administered, and will cease attempts to conduct the alcohol test.

Notwithstanding the absence of a reasonable suspicion test, no driver may report for duty or remain on duty requiring the performance of safety-sensitive functions while the driver is under the influence of or impaired by alcohol, as shown by the behavioral, speech, and performance indicators of alcohol use, nor will the City permit the driver to perform or continue to perform safety-sensitive functions until: (1) an alcohol test is administered and the driver's alcohol concentration is less than .02; or (2) twenty-four (24) hours have elapsed following the determination of reasonable suspicion.<sup>6</sup>

#### **22.2.1.5 Return-to-Duty Testing**

The City reserves the right to impose discipline, up to and including discharge, against drivers who violate applicable FMCSA or DOT regulations or this policy, subject to applicable personnel policy and collective bargaining agreements. Except as otherwise required by law, the City is not obligated to reinstate or requalify such drivers for a first positive test result.

Should the City consider reinstatement of a DOT covered driver, the driver must undergo a Substance Abuse Professional ("SAP") evaluation and participate in any prescribed education/treatment, and successfully complete a return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02 and/or a controlled substance test with a verified negative result, before the driver returns to duty requiring the performance of a

---

<sup>6</sup> 49 C.F.R. § 382.305 (describing requirements of reasonable suspicion testing)

Title: Procedures

Effective Date: 2-4-20

Effective Date(s) of Amendment(s):

safety-sensitive function. The SAP determines if the driver has completed the education/treatment as prescribed.

The employee is responsible for all costs associated with the return-to-duty test. The controlled substance test will be conducted under direct observation.<sup>7</sup>

**22.2.1.6 Follow-Up Testing**

The City reserves the right to impose discipline, up to and including discharge, against drivers who violate applicable FMCSA or DOT regulations or this policy, subject to applicable personnel policies and collective bargaining agreements. Except as otherwise required by law, the City is not obligated to reinstate or requalify such drivers.

Should the City reinstate a driver following a determination by a Substance Abuse Professional ("SAP") that the driver is in need of assistance in resolving problems associated with alcohol use and/or use of controlled substance, the City will ensure that the driver is subject to unannounced follow-up alcohol and/or controlled substance testing. The number and frequency of such follow-up testing will be directed by the SAP, and will consist of at least six (6) tests in the first twelve (12) months following the driver's return to duty. Follow-up testing will not exceed sixty (60) months from the date of the driver's return to duty. The SAP may terminate the requirement for follow-up testing at any time after the first six tests have been administered, if the SAP determines such test is no longer necessary. The employee is responsible for all costs associated with follow-up tests.

Follow-up alcohol testing will be conducted only when the driver is performing safety-sensitive functions, or immediately prior to or after performing safety-sensitive functions.<sup>8</sup>

**22.2.2 Cost of Required Testing**

The City will pay for the cost of pre-employment, post-accident, random, and reasonable suspicion controlled substance and alcohol testing requested or required of all job applicants and employees. The driver must pay for the cost of all requested confirmatory re-tests, return-to-duty, and follow-up testing.

**22.2.3 Required Prior Controlled Substance and Alcohol Checks for Applicants**

The City will conduct prior drug and alcohol checks of applicants for employment to drive a commercial motor vehicle. Applicants must execute a consent form authorizing the City to obtain the required information. The City will obtain (pursuant to the applicant's written consent) information on the applicant's alcohol test with a concentration result of 0.04 or greater, positive controlled substance test results, and refusals to be tested within the preceding three (3) years which are maintained by the applicant's previous employers. The City will obtain

<sup>7</sup> 49 C.F.R. § 40.305 (describing requirements of return-to-duty testing)

<sup>8</sup> 49 C.F.R. §§ 40.305-.311 (describing requirements of follow-up testing)

Title: Procedures

Effective Date: 2-4-20

Effective Date(s) of Amendment(s):

all information concerning the applicant which is maintained by the applicant's previous employers within the preceding three (3) years pursuant to DOT and FMCSA controlled substance and alcohol testing regulations. The City will review such records, if feasible, prior to the first time a driver performs safety-sensitive functions.<sup>9</sup>

#### **22.2.4 Prohibited Conduct**

The following conduct is explicitly prohibited by applicable DOT and FMCSA regulations and therefore constitutes violation of City policy.

##### **22.2.4.1 Under the influence of alcohol when reporting for duty or while on duty**

No driver may report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater. Drivers reporting for duty or remaining on duty to perform safety-sensitive functions while having an alcohol concentration of 0.02, but less than 0.04, will be removed from duty for at least 24 hours, escorted home, and placed on vacation/PTO leave for hours missed from work.<sup>10</sup>

##### **22.2.4.2 On-Duty Use of Alcohol**

No driver may use alcohol while performing safety-sensitive functions.<sup>11</sup>

##### **22.2.4.3 Pre-Duty Use of Alcohol**

No driver may perform safety-sensitive functions within four (4) hours after using alcohol. If an employee has had alcohol within four hours, they are to notify their supervisors before performing any safety-sensitive functions.<sup>12</sup>

##### **22.2.4.4 Alcohol Use Following an Accident**

No driver required to take a post-accident alcohol test may use alcohol for eight (8) hours following the accident, or until the driver undergoes a post-accident alcohol test, whichever occurs first.<sup>13</sup>

##### **22.2.4.5 Refusal to Submit to a Required Alcohol or Controlled Substance Test**

No applicant or driver may refuse to submit to pre-employment, post-accident, random, reasonable suspicion or follow-up alcohol or controlled substance testing.

In the event an applicant or driver does in fact refuse to submit to required alcohol or controlled substance testing, no test will be conducted. Refusal by a driver to submit to controlled substance or alcohol testing will be considered a positive test result, will cause

<sup>9</sup> 49 C.F.R. §§ 40.25 and 382.413 (describing requirements of test checks for applicants)

<sup>10</sup> 49 C.F.R. §§ 40.23 and 382.201 and .501-.507 (establishing legal consequences for being under the influence)

<sup>11</sup> 49 C.F.R. §§ 382.205, .501, and .507 (establishing legal consequences for on-duty use)

<sup>12</sup> 49 C.F.R. §§ 382.207, .501, and .507 (establishing legal consequences for pre-duty use)

<sup>13</sup> 49 C.F.R. §§ 382.209, .501, and .507 (establishing legal consequences for use following an accident)

Title: Procedures

Effective Date: 2-4-20

Effective Date(s) of Amendment(s):

---

disqualification from performing safety-sensitive functions, and may appear on the driver's permanent record. Drivers who refuse to submit to testing will be subject to discipline, up to and including discharge. In accordance with the FMCSA Commercial Driver's License (CDL) Drug and Alcohol Clearinghouse reporting requirements, beginning January 6, 2020, the City will report a driver's refusal to submit to a DOT test for drug or alcohol use to the Clearinghouse within three business days. If an applicant refuses to submit to pre-employment controlled substance testing, any applicable conditional offer will be withdrawn.

For purposes of this section, a driver is considered to have refused to submit to an alcohol or controlled substance test when the driver:

- Fails to provide adequate breath for alcohol testing without a valid medical explanation after he or she has received notice of the requirement for breath testing.
- Fails to provide adequate urine for controlled substance testing without a genuine inability to provide a specimen (as determined by a medical evaluation), after he or she has received notice of the requirement for urine testing.
- Altering or attempting to alter a urine sample or controlled substance test, or substituting or attempting to substitute a urine sample
- Fails to report for testing within a reasonable period of time, as determined by the City.
- Fails to remain at a testing site until testing is complete.
- In the case of directly observed or monitored collection, fails to permit observation or monitoring.
- Fails or declines to take a second test as required by the City and/or collector.
- Fails to undergo a medical examination as directed by the City pursuant to federal law.
- Refuses to complete and sign the alcohol testing form, to provide a breath or saliva sample, to provide an adequate amount of breath, or otherwise cooperate in any way that prevents the completion of the testing process.
- Engages in conduct that clearly obstructs the test process.<sup>14</sup>

#### **22.2.4.6 Altering or Attempting to Alter a Urine Sample or Breath Test**

A driver altering or attempting to alter a urine sample or controlled substance test, or substituting or attempting to substitute a urine sample, will be subject to providing a specimen under direct observation. Both specimens will be subject to laboratory testing. In

---

<sup>14</sup> 49 C.F.R. §§ 40.23 and 382.211,.501, and .507 (establishing legal consequences for test refusal)

Title: Procedures

Effective Date: 2-4-20

Effective Date(s) of Amendment(s):

such case, the employee may be subject to immediate discharge of employment, and any job offer made to an applicant will be immediately withdrawn.<sup>15</sup>

#### **22.2.4.7 Controlled Substance Use**

No driver may report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to the instructions of a licensed medical practitioner who has advised the driver in writing the substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle. Drivers must forward this information regarding therapeutic controlled substance use to the City immediately after receiving any such advice.

Having a medical marijuana card and/or a cannabis prescription from a physician does not allow anyone to use or possess that drug in the City's workplace. The federal government still classifies cannabis as an illegal drug. *There is no acceptable concentration of marijuana metabolites in the urine or blood of an employee who performs safety-sensitive duties for the City.* Use of prescribed medical marijuana or cannabidiol substances containing traces of THC are not an excuse or acceptable explanation for the presence of marijuana metabolites in the urine or blood. Employees are still subject to being tested under our policies, as well as for being disciplined, up to and including discharge, after testing positive for cannabis while at work.<sup>16</sup>

#### **22.2.4.8 Controlled Substance Testing**

No driver may report for duty, remain on-duty, or perform a safety-sensitive function if the driver tests positive for controlled substance.

In addition to the conduct prohibited by applicable DOT and FMCSA regulations, the City also maintains other applicable policies regarding drugs and alcohol that are applicable to all employees. For specifics regarding those requirements, refer to the City's policy for non-DOT related drug and alcohol policy in Section 21.<sup>17</sup>

### **22.2.5 Collection and Testing Procedures**

Drivers are required to report immediately upon notification to the collection site. For random tests conducted off site, employees may use a City vehicle to drive to the collection site. Drivers will be expected to provide a photo ID card for identification to the collection staff. All drivers will be expected to cooperate with collection site personnel requests to remove any unnecessary outer garments such as coats, sweaters, or jackets, and will be required to empty their pockets.

<sup>15</sup> 49 C.F.R. §§ 40.23 and .67 (establishing requirements for altered test results)

<sup>16</sup> 49 C.F.R. §§ 40.23 and 382.213, .501-.503, and .507 (establishing legal consequences for controlled substance use)

<sup>17</sup> 49 C.F.R. §§ 40.23 and 382.215, .501-.503, and .507 (establishing legal consequences for controlled substance use)

---

Title: Procedures

Effective Date: 2-4-20

Effective Date(s) of Amendment(s):

---

Collection personnel will complete a Federal Custody and Control Form ("CCF"), which drivers providing a sample will sign as well.<sup>18</sup>

#### **22.2.5.1 Alcohol Testing**

Employees will be tested for alcohol just before, during, or immediately following performance of a safety-sensitive function. If a driver is also taking a DOT controlled substance test, generally speaking, the alcohol test is completed before the urine collection process begins. Screening tests for alcohol concentration will be performed utilizing a non-evidential screening device included by the National Highway Traffic Safety Administration on its conforming products list (e.g., a saliva screening device) or an evidential breath testing device ("EBT") operated by a trained breath alcohol technician ("BAT") at a collection site. An alcohol test usually takes approximately 15 minutes if the result is negative. If a driver's first attempt is positive (with an alcohol concentration of .02 or greater), the driver will be asked to wait at least 15 minutes and then be tested again. The driver may not eat, drink or place anything in his/her mouth (e.g., cigarette, chewing gum) during this time. All confirmation tests will be conducted in a location that affords privacy to the driver being tested, unless unusual circumstances (e.g., when it is essential to conduct a test outdoors at the scene of an accident) make it impracticable to provide such privacy. Any results less than 0.02 alcohol concentration is considered a "negative" test result.

If the driver attempts and fails to provide an adequate amount of breath, he/she will be referred to a physician to determine if the driver's inability to provide a specimen is genuine or constitutes a refusal to test. Alcohol test results are reported directly to the City by the collection site staff.<sup>19</sup>

#### **22.2.5.2 Controlled Substance Testing**

The City will use a "split urine specimen" collection procedure for controlled substance testing. Collection of urine specimens for controlled substance testing will be conducted by an approved collector, and will be conducted in a setting and manner to ensure the driver's privacy.

Controlled substance testing generally takes about 15 minutes. At the collection site, the driver will be given a sealed container and must provide at least 45 ml of urine for testing. Once the sample is provided the collection personnel will check the temperature and color and look for signs of contamination. The urine is then split into two separate specimen containers (A, or "primary," and B, or "split") with identifying labels and security seals affixed to both. The collection facility will be responsible for maintaining a proper chain of custody for delivery of the sample to a DHHS-certified laboratory for analysis. The

---

<sup>18</sup> 49 C.F.R. §§ 40.61 (establishing preliminary testing steps)

<sup>19</sup> 49 C.F.R. §§ 40.1, et. seq., and 382.301-.311 (establishing testing requirements)

Title: Procedures

Effective Date: 2-4-20

Effective Date(s) of Amendment(s):

---

laboratory will retain a sufficient portion of any positive sample for testing and store that portion in a scientifically-acceptable manner for a minimum 365-day period.

If an employee fails to provide a sufficient amount of urine to permit a controlled substance test (45 milliliters of urine), the collector will discard the insufficient specimen, unless there is evidence of tampering with that specimen. The collector will urge the driver to drink up to 40 ounces of fluid, distributed reasonably over a period of up to three hours, or until the driver has provided a sufficient urine specimen, whichever occurs first. If the driver has not provided a sufficient specimen within three hours of the first unsuccessful attempt, the collector will cease efforts to attempt to obtain a specimen. The driver must then obtain, within five calendar days, an evaluation from a licensed physician, acceptable to the MRO, who has expertise in the medical issues raised by the employee's failure to provide a sufficient specimen. If the licensed physician concludes the driver has a medical condition, or with a high degree of probability could have, precluded the driver from providing a sufficient amount of urine, the City will consider the test to have been canceled. If a licensed physician cannot make such a determination, the City will consider the driver to have engaged in a refusal to test, and will take appropriate disciplinary action under this policy.

The primary specimen is used for the first test. If the test is negative, it is reported to the MRO who then reports the result, following a review of the CCF Form for compliance, to the City. If the initial result is positive or non-negative, a "confirmatory retest" will be conducted on the primary specimen. If the confirmatory re-test is also positive, the result will be sent to the MRO. The MRO will contact the driver to verify the positive result. If the MRO is unable to reach the driver directly, the MRO must contact the City who will direct the driver to contact the MRO.<sup>20</sup>

#### **22.2.6 Review of Test Results**

The MRO is a licensed physician with knowledge and clinical experience in substance abuse disorders, and is responsible for receiving and reviewing laboratory results of the controlled substances test as well as evaluating medical explanations for certain drug test results. Prior to making a final decision to verify a positive test result, the MRO will give the driver or the job applicant an opportunity to discuss the test result, typically through a phone call. The MRO, or a staff person under the MRO's supervision, will contact the individual directly, on a confidential basis, to determine whether the individual wishes to discuss the test result. If the employee or job applicant wishes to discuss the test result:

- The individual may be required to speak and/or meet with the MRO, who will review the individual's medical history, including any medical records provided.

---

<sup>20</sup> 49 C.F.R. §§ 40.1, et. seq., and 382.301-.311 (establishing testing requirements)

Title: Procedures

Effective Date: 2-4-20

Effective Date(s) of Amendment(s):

- The individual will be afforded the opportunity to discuss the test results and to offer any additional or clarifying information which may explain the positive test result. If the employee or job applicant believes a mistake was made at the collection site, at the labor, on a chain-of-custody form, or that the drug test results are caused by lawful substance use, the employee should tell the MRO.
- If there is some new information which may affect the original finding, the MRO may request the laboratory to perform additional testing on the original specimen in order to further clarify the results; and
- A final determination will be made by the MRO that the test is either positive or negative, and the individual will be so advised.

If the MRO upholds the positive, adulterated or substituted drug determination, that test result will be provided to the City. There is no opportunity to explain a positive alcohol test provided in the DOT regulations.

The driver can request the MRO to have the split specimen (the second "B" container) tested at the driver's expense. This includes all costs that may be associated with the re-test. There is no split specimen testing for an invalid result. The driver has 72 hours after they have been notified of the positive result to make this request. If the employee requests an analysis of the split specimen, the MRO will direct the laboratory to send the split specimen to another certified laboratory for analysis.

If an employee has not contacted the MRO within 72 hours, the employee may present information documenting that serious injury, illness, lack of actual notice of the verified test result, inability to contact the MRO, or other circumstances unavoidably prevented the employee from making timely contact. If the MRO concludes there is legitimate explanation for the employee's failure to contact within 72 hours, the MRO will direct the analysis of the split specimen.

If the results of the split specimen are negative, the City may pay for all costs associated with the rest and there will be no adverse action taken against the employee or job applicant.<sup>21</sup>

## 22.2.7 Notification of Test Results

### 22.2.7.1 Employees

The City will notify a driver of the results of random, reasonable suspicion, and post-accident tests for controlled substance if the test results are verified positive, and will inform the driver which controlled substance or substances were verified as positive. Results of alcohol tests will be immediately available from the collection agent.<sup>22</sup>

<sup>21</sup> 49 C.F.R. §§ 40.1, et. seq., (establishing testing review process)

<sup>22</sup> 49 C.F.R. § 382.411 (establishing employer notice requirements)

Title: Procedures

Effective Date: 2-4-20

Effective Date(s) of Amendment(s):

---

**22.2.7.2 Right to Confirmatory Retest**

Within seventy-two (72) hours after receiving notice of a positive controlled substance test result, an applicant or driver may request through the MRO a re-analysis (confirmatory retest) of the driver's split specimen. Action required by federal regulation as a result of a positive controlled substance test (e.g., removal from safety-sensitive functions) will not be stayed during retesting of the split specimen. If the result of the confirmatory retest fails to reconfirm the presence of the controlled substance(s) or controlled substance metabolite(s) found in the primary specimen, or if the split specimen is unavailable, inadequate for testing or untestable, the MRO will cancel the test.<sup>23</sup>

**22.2.7.3 Dilute Specimens**

Dilute Negatives Creatinine concentration of specimen is equal to or greater than 2 mg/dL, but less than or equal to 5 mg/dL. If the City receives information that a driver has provided a dilute negative specimen, the City will direct a recollection, pursuant to the MRO's direction, under direct observation.<sup>24</sup>

**22.2.8 Consequences for Drivers Engaging in Prohibited Conduct****22.2.8.1 Job Applicants**

Any applicable conditional offer of employment will be withdrawn from a job applicant or employee seeking a transfer who refuses to be tested, or tests positive for controlled substance pursuant to this policy.

**22.2.8.2 Employees<sup>25</sup>**

Drivers who are known to have engaged in prohibited behavior with regard to alcohol misuse or use of controlled substance, as defined earlier in this policy, are subject to the following consequences:

**22.2.8.2.1 Removal from Safety-Sensitive Functions**

No driver may perform safety-sensitive functions, including driving a commercial motor vehicle, if the driver has engaged in conduct prohibited by federal law.

No driver who is found to have an alcohol concentration of 0.02 or greater but less than 0.04 may perform or continue to perform safety-sensitive functions for the City, including driving a commercial motor vehicle, until the start of the driver's next regularly scheduled duty, but not less than twenty-four (24) hours following administration of the test.

---

<sup>23</sup> 49 C.F.R. §§ 40.131, .153, .171, et. seq., (establishing retest process)

<sup>24</sup> *Id.*

<sup>25</sup> 49 C.F.R. §§ 40.23 and .281-.313 and 382.201-.217 and .501-.507 (establishing legal consequences for alcohol and controlled substance violations)

Title: Procedures

Effective Date: 2-4-20

Effective Date(s) of Amendment(s):

---

If a driver tests positive under this policy, or is found to have an alcohol concentration of .02 or greater but less than .04, the driver will be removed from safety sensitive duties and escorted home; the driver should not drive home, but be escorted to his or her home. The driver will then be placed on vacation/PTO, for hours missed from work.<sup>26</sup>

#### **22.2.8.2.2 Notification of Resources Available**

The City will advise each driver who has engaged in conduct prohibited by federal law, or who has a positive alcohol or controlled substance test, of the resources available to the driver, including but not limited to the City's EAP, in evaluating and resolving problems associated with the misuse of alcohol and use of a controlled substance, including the names, addresses, and telephone numbers of Substance Abuse Professionals and counseling and treatment programs.

##### Employee Assistance Program

Name: Health Partners Employee Assistance Program  
Telephone: (866) 326-7194  
Website: hpeap.com

#### **22.2.8.2.3 Discipline, up to and including discharge**

The City reserves the right to impose whatever discipline the City deems appropriate at its sole discretion, up to and including discharge for a first occurrence, against drivers who violate applicable FMCSA or DOT regulations or this policy, subject to applicable personnel policies and collective bargaining agreements. Except as otherwise required by law, the City is not obligated to reinstate or requalify such drivers following a first positive confirmed controlled substance or alcohol test result.

#### **22.2.8.2.4 Evaluation and Return to Duty Testing**

Should the City wish to consider reinstatement of a driver who engaged in conduct prohibited by federal law and/or who had a positive alcohol or controlled substance test, the driver must undergo a SAP evaluation, participate in any prescribed education/treatment, and successfully complete return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02 and/or or a controlled substance test with a verified negative result, before the driver returns to duty requiring the performance of a safety-sensitive function. The SAP will determine what assistance, if any, the driver needs in resolving problems associated with alcohol misuse and controlled substance use and will ensure the driver properly follows any rehabilitation program and submits to unannounced follow-up alcohol and controlled substance testing.

---

<sup>26</sup> *Id.*

Title: Procedures

Effective Date: 2-4-20

Effective Date(s) of Amendment(s):

**22.2.8.2.5 Follow-Up Testing**

If the driver passes the return-to-duty test, he/she will be subject to unannounced follow-up alcohol and/or controlled substance testing. The number and frequency for such follow-up testing will be as directed by the SAP and will consist of at least six tests in the first twelve months. These tests will be conducted under direct observation.

**22.2.8.2.6 Refusal to Test**

All drivers and applicants have the right to refuse to take a required alcohol and/or controlled substance test. If an employee refuses to undergo testing, the employee will be considered to have tested positive and may be subject to disciplinary action, up to and including termination. Refer to Refusing to Test provided earlier in this policy.

**22.2.8.2.7 Responsibility for Cost of Evaluation and Rehabilitation**

Drivers will be responsible for paying the cost of evaluation and rehabilitation (including services provided by a Substance Abuse Professional) recommended or required by the City or FMCSA or DOT regulations, except to the extent that such expense is covered by an applicable employee benefit plan or imposed on the City pursuant to a collective bargaining agreement.

**22.2.8.2.8 Reporting to the FMCSA's CDL Drug and Alcohol Clearinghouse**

In accordance with the FMCSA's Commercial Driver's License (CDL) Drug and Alcohol Clearinghouse reporting requirements beginning January 6, 2020, the City will report the following information to the Clearinghouse within three business days:

- A DOT alcohol confirmation test result with an alcohol concentration of 0.04 or greater;
- A negative DOT return-to-duty test result;
- The driver's refusal to submit to a DOT test for drug or alcohol use;
- An "Actual knowledge" violation; and
- A report that the driver successfully completed all DOT follow-up tests as ordered by an SAP.

**22.2.9 Loss of CDL License for Traffic Violations in Commercial and Personal Vehicles**

FMCSA and DOT have strict regulations impacting when CDL license holders can lose their CDL for certain traffic offenses in a commercial or personal vehicle. Employees are required to notify their supervisor immediately if the status of their CDL license changes in anyway.<sup>27</sup>

---

<sup>27</sup> 49 C.F.R. §§ 383.31, .33, .38, .51, and .53 (establishing notice of violations and license loss and disqualification of drivers)

---

Title: Procedures

Effective Date: 2-4-20

Effective Date(s) of Amendment(s):

---

#### **22.2.10 Maintenance and Disclosure of Records**

Except as required or authorized by law, the City will not release driver's information that is contained in records required to be maintained by this policy or FMCSA and DOT regulations. Beginning in 2020, the City will be required to query and report to the agency's CDL Drug and Alcohol Clearinghouse prior to hiring new drivers, will conduct annual checks of existing CDL-drivers, and will report certain violations of the DOT drug and alcohol testing program for holders of CDLs. In addition, a driver is entitled, upon written request, to obtain copies of any records pertaining to the driver's use of alcohol or a controlled substance, including any records pertaining to his or her alcohol or controlled substance tests.<sup>28</sup>

#### **22.2.11 Policy Contact for Additional Information**

If you have any questions about this policy or the City's controlled substance and alcohol testing procedures, you may contact Nancy Malecha, City Administrator at (218) 568-2352 or [nmalecha@pequotlakes-mn.gov](mailto:nmalecha@pequotlakes-mn.gov) to obtain additional information.

---

<sup>28</sup> 49 C.F.R. §§ 382.401-.415 and .701-.727 (addressing handling of test records)

Title: Definitions

Effective Date: 2-4-20

Effective Date(s) of Amendment(s):

---

**Section 22.3 Definitions****Accident:**

An incident involving a commercial motor vehicle in which there is either a fatality, bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident, or a vehicle being required to be towed from the scene. The term "accident" does not include an occurrence involving only boarding and alighting from a stationary motor vehicle; an occurrence involving only the loading or unloading of cargo; or an occurrence in the course of the operation of a passenger car or a multipurpose passenger vehicle unless the vehicle is transporting passengers for hire or hazardous materials of a type and quantity that require the motor vehicle to be marked or placarded in accordance with federal regulations.<sup>29</sup>

**Alcohol Concentration (or Content):**

The alcohol on a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test.<sup>30</sup>

**Alcohol Use:**

The consumption of any beverage, mixture, or preparation, including any medication, containing alcohol.<sup>31</sup>

**Applicant:**

A person applying to drive a commercial motor vehicle.<sup>32</sup>

**Breath Alcohol Technician or BAT:**

An individual who instructs and assists individuals in the alcohol testing process and operates an evidential breath testing device (EBT).<sup>33</sup>

**City:**

City of Pequot Lakes.

**City Premises:**

All job sites, facilities, offices, buildings, structures, equipment, vehicles and parking areas, whether owned, leased, used or under the control of the City.

---

<sup>29</sup> 49 C.F.R. § 177.823; 49 C.F.R. § 382.303(a); 49 C.F.R. § 382.303(f)

<sup>30</sup> 49 C.F.R. § 382.107

<sup>31</sup> *Id.*

<sup>32</sup> *Id.*

<sup>33</sup> 49 C.F.R. § 40.3

---

Title: Definitions

Effective Date: 2-4-20

Effective Date(s) of Amendment(s):

---

**Collection Site:**

A place designated by the City where drivers present themselves for the purpose of providing a specimen of their urine or breath to be analyzed for the presence of alcohol or controlled substances.<sup>34</sup>

**Commercial Motor Vehicle:**

A motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle (1) has a gross combination weight rating or gross combination weight of 26,001 or more pounds, whichever is greater, inclusive of a towed unit(s) with a gross vehicle weight rating or gross vehicle weight of more than 10,000 pounds, whichever is greater; or (2) has a gross vehicle weight rating or gross vehicle weight of 26,001 or more pounds, whichever is greater; or (3) is designed to transport sixteen (16) or more passengers, including the driver; or (4) is of any size and is used in the transportation of materials found to be in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act (49 U.S.C. 5103(b)) and which require the motor vehicle to be placarded under the Hazardous Materials Regulation.<sup>35</sup>

**Confirmation (or Confirmatory) Test:**

For alcohol testing, a second test, following a screening test with a result of 0.02 grams or greater of alcohol per 210 liters of breath, that provides quantitative data of alcohol concentration. For controlled substance testing, "Confirmation (or Confirmatory) Test" means a second analytical procedure to identify the presence of a specific controlled substance or metabolite which is independent of the screen test and which uses a different technique and chemical principal from that of the screen test in order to ensure reliability and accuracy.<sup>36</sup>

**Controlled Substance:**

Marijuana, amphetamines, opioids, (including heroin), phencyclidine (PCP), cocaine, and any of their metabolites are included within this definition.<sup>37</sup>

**Department of Transportation or DOT:**

The United States Department of Transportation.

**DHHS:**

The Department of Health & Human Services or any designee of the Secretary, Department of Health & Human Services.<sup>38</sup>

---

<sup>34</sup> *Id.*

<sup>35</sup> 49 C.F.R. chapter I, subchapter C.

<sup>36</sup> 49 C.F.R. § 382.107

<sup>37</sup> 49 C.F.R. § 382.107; 49 C.F.R. § 40.85

<sup>38</sup> 49 C.F.R. § 40.3

Title: Definitions

Effective Date: 2-4-20

Effective Date(s) of Amendment(s):

---

**Disabling Damage:**

Damage which precludes departure of a motor vehicle from the scene of the accident in its usual manner in daylight after simple repairs, including damage to motor vehicles that could have been driven, but would have been further damaged if so driven. Disabling damage does not include damage which can be remedied temporarily at the scene of the accident without special tools or parts, tire disablement without other damage even if no spare tire is available, headlight or tail light damage or damage to turn signals, horn or windshield wipers which make them inoperative.<sup>39</sup>

**Driver:**

Any person who operates a commercial motor vehicle. For purposes of pre-employment testing, the term driver includes a person applying to drive a commercial motor vehicle.<sup>40</sup>

**Drug:**

Has the same meaning as “controlled substance.”

**Employee seeking a transfer:**

Refers to an employee who is not subject to DOT regulations seeking a transfer to a position that will subject them to DOT regulations in the sought after position.

**Evidential Breath Testing Device or EBT:**

A device approved by the National Highway Traffic Safety Administration (“NHTSA”) for the evidential testing of breath and placed on NHTSA’s “Conforming Products List of Evidential Breath Measurement Devices.”<sup>41</sup>

**Medical Review Officer or MRO:**

A licensed physician responsible for receiving and reviewing laboratory results generated by a controlled substance testing program who has knowledge of substance abuse disorders, and has appropriate medical training to interpret and evaluate an individual’s confirmed positive test result together with his or her medical history and any other relevant biomedical information.<sup>42</sup>

**Positive Test Result:**

A finding of the presence of alcohol or controlled substance, or their metabolites, in the sample tested in levels at or above the threshold detection levels established by applicable law.

**Reasonable Suspicion:**

A belief a driver has engaged in conduct prohibited by the DOT controlled substance and alcohol testing regulations, except when related solely to the possession of alcohol, based on specific

---

<sup>39</sup> 49 C.F.R. § 382.107

<sup>40</sup> *Id.*

<sup>41</sup> 49 C.F.R. § 40.3

<sup>42</sup> 49 C.F.R. § 40.3

---

Title: Definitions

Effective Date: 2-4-20

Effective Date(s) of Amendment(s):

---

contemporaneous, articulable observations made by a supervisor or City official who has received appropriate training concerning the appearance, behavior, speech or body odors of the driver. The determination of reasonable suspicion will be made in writing on a Reasonable Suspicion Record Form during, just preceding, or just after the period of the work day that the driver is required to be in compliance with this policy. In the case of a controlled substance, the observations may include indications of the chronic and withdrawal effects of a controlled substance.

**Safety-Sensitive Function:**

All time from the time a driver begins to work or is required to be in readiness to work until the time he or she is relieved from work and all responsibility for performing work. Safety-sensitive functions include:

- All time at a city plant, terminal, facility, or other property, or on any public property,
- waiting to be dispatched, unless the driver has been relieved from duty by the employer;
- All time inspecting equipment as required by 49 C.F.R. § 392.7 and 392.8 or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time;
- All time spent at the driving controls of a commercial motor vehicle in operation;
- All time, other than driving time, in or upon any commercial motor vehicle except time spent resting in a sleeper berth (a berth conforming to the requirements of 49 C.F.R. § 393.76);
- All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded; and
- All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.<sup>43</sup>

**Screening Test (also known as Initial Test):**

In alcohol testing, an analytical procedure to determine whether a driver may have a prohibited concentration of alcohol in his or her system. Screening tests may be conducted by utilizing a

non-evidential screening device included by the National Highway Traffic Administration on its conforming products list (e.g., a saliva screening device) or an evidential breath testing device ("EBT") operated by a trained breath alcohol technician ("BAT"). In controlled substance testing, "Screening Test" means an immunoassay screen to eliminate "negative" urine specimens from further consideration.<sup>44</sup>

---

<sup>43</sup> 49 C.F.R. § 382.107

<sup>44</sup> 49 C.F.R. § 382.107

Title: Definitions

Effective Date: 2-4-20

Effective Date(s) of Amendment(s):

---

**Substance Abuse Professional” or “SAP”:**

A licensed physician, licensed or certified psychologist, licensed or certified social worker, licensed or certified employee assistance professional, or licensed or certified addiction

counselor (certified by the National Association of Alcoholism and Controlled Substance Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substance-related disorders.<sup>45</sup>

---

<sup>45</sup> 49 C.F.R. § 40.281

**City of Pequot Lakes  
Non-DOT Drug and Alcohol Testing  
and  
Drug and Alcohol-Free Workplace  
Policy**

**Effective Date: February 4, 2020**

Title: Table of Contents

Effective Date: 2-4-20

Effective Date(s) of Amendment(s):

Table of Contents

**SECTION 21 NON-DOT DRUG & ALCOHOL TESTING AND DRUG FREE WORKPLACE.....1**

**SECTION 21.2 TESTING .....2**

**21.2.1 Persons Subject to Testing and Circumstances Under Which Testing May Be Required.....2**

        21.2.1.1 Pre-Employment Testing .....2

        21.2.1.2 Reasonable Suspicion Testing.....2

        21.2.1.3 Treatment Program Testing.....3

        21.2.1.4 Routine Physical Examination Testing .....3

        21.2.1.5 Random Testing .....3

    21.2.2 Right of Refusal.....3

    21.2.3 Refusal on Sincerely Held Religious Belief .....4

    21.2.4 Cost of Required Testing .....4

    21.2.5 Review and Notification of Test Results .....4

        21.2.5.1 Notification of Negative Test Results .....4

        21.2.5.2 Notification of Positive Test Results .....4

        21.2.5.3 Right to Provide Information after Receiving Test Results .....5

        21.2.5.4 Right to Confirmatory Retest.....5

        21.2.5.5 Access to Reports.....6

        21.2.5.6 Dilute Specimens .....6

    21.2.6 Drug and Alcohol-Free Workplace Policy .....6

        21.2.6.1 Use and Possession of Alcohol or Drug(s) .....6

        21.2.6.2 While Impaired by Alcohol or Drug(s) .....7

        21.2.6.3 Driving While Impaired .....7

        21.2.6.4 Criminal Controlled Substance Convictions .....7

        21.2.6.5 Failure to Disclose Lawful Controlled Substance .....8

    21.2.7 Consequences for Employees Engaging in Prohibited Conduct.....8

        21.2.7.1 Job Applicants .....8

        21.2.7.2 Employees .....8

            21.2.7.2.1 No Adverse Action without Confirmatory Test.....8

            21.2.7.2.2 Suspension Pending Test Result.....8

Title: Table of Contents

Effective Date: 2-4-20

Effective Date(s) of Amendment(s):

---

21.2.7.2.3	Discipline and Discharge.....	9
21.2.7.2.3.1	Confirmatory Positive Test Result.....	9
21.2.7.2.3.2	Other Misconduct .....	9
21.2.7.2.4	Emergency Call Back to Work Provisions .....	9
21.2.8	Non-Discrimination .....	10
21.2.9	City’s Employee Assistance Program .....	10
2.10	Policy Contact for Additional Information .....	10
Section 21.3	Definitions .....	11

Title: Non-DOT Drug & Alcohol Testing and Drug Free workplace

Effective Date: 2-4-20

Effective Date(s) of Amendment(s):

**SECTION 21 NON-DOT DRUG & ALCOHOL TESTING AND DRUG FREE WORKPLACE**

**Section 21.1 Purpose and Policy**

The City of Pequot Lakes (“City”) has a vital interest in maintaining safe, healthful, and efficient working conditions for employees, and recognizes that individuals who are impaired because of drugs and/or alcohol jeopardize the safety and health of other workers, the public, as well as themselves. The City does not intend to intrude into the private lives of its employees, but strongly believes that a drug- and alcohol-free workplace is in the best interest of employees and the public alike. Alcohol and drug abuse can cause unsatisfactory job performance, increased tardiness and absenteeism, increased accidents and workers’ compensation claims, higher insurance rates, and an increase in theft of City property.

Consistent with the Minnesota Drug and Alcohol Testing in the Workplace Act, the City’s Non-DOT Drug and Alcohol Testing Policy has been established for the purpose of providing a safe workplace for all. City employees and applicants required to hold a commercial driver’s license by the United States Department of Transportation (“DOT”) for their job will be tested under the City’s DOT Drug and Alcohol Testing Policy (the “DOT Policy”) for the tests specified in such policy. All other tests and employees and job applicants offered employment with the City must undergo testing as described by this policy.

To ensure the policy is clearly communicated to all employees and applicants to whom offers of employment have been made, and to comply with state law, employees and applicants are required to review this policy and sign the Notice and Consent of Drug and Alcohol Testing the City will provide. A job applicant will also acknowledge in this form that he/she understands that passing the drug test is a requirement of the job.

Because changes in applicable law and the City’s practices and procedures may occur from time to time, this policy may change in the future, and nothing in this policy is intended to be a contract, promise, or guarantee the City will follow any particular course of action, disciplinary, rehabilitative or otherwise, except as required by law. This policy does not in any way affect or change the status of any at-will employee.

Any revisions to the Minnesota Drug and Alcohol Testing in the Workplace Act will take precedent over this policy to the extent the policy has not incorporated those revisions.

If any specific provisions of this policy conflicts with any current labor contract or civil service rules, the labor contract or civil service rules will prevail, except for any specific language required by law.

Title: Non-DOT Drug & Alcohol Testing and Drug Free workplace

Effective Date: 2-4-20

Effective Date(s) of Amendment(s):

The City retains the full and unrestricted right to establish, modify, or eliminate any component of employment related to or included within this policy.

**SECTION 21.2 TESTING**

**21.2.1 Persons Subject to Testing and Circumstances Under Which Testing May Be Required**

Under this policy, the City may test any applicant to whom an offer of employment has been made, and may test any employee for alcohol and/or controlled substance under any of the following circumstances with a properly accredited or licensed testing laboratory:<sup>1</sup>

**21.2.1.1 Pre-Employment Testing<sup>2</sup>**

For positions that the City determines all job applicants conditionally offered employment for that position will undergo drug and/or alcohol testing, every job applicant offered employment with the City for that position will receive the offer conditioned upon passing a drug and/or alcohol test, among other conditions. If the job offer is withdrawn based on drug test results, the City will inform the applicant of the reasons for the withdrawal. A positive drug test result from an initial screening test verified by a confirmatory test, a refusal to take the test, or failure to meet other conditions of the offer will result in a withdrawal of the offer of employment even if the applicant’s provisional employment has begun. A negative or positive dilute test result following a second collection, which has been confirmed, will also result in immediate withdrawal of an offer of employment to an applicant.

**21.2.1.2 Reasonable Suspicion Testing<sup>3</sup>**

Employees will be subject to alcohol and drug testing when reasonable suspicion exists to believe that the employee:

- Is under the influence of alcohol or a controlled substance; or
- Has violated written work rules prohibiting the use, possession, sale or transfer of drugs or alcohol while working, while on City property, or while operating City vehicles, machinery or any other type of equipment; or
- Has sustained a personal injury as defined in Minn. Stat. § 176.011, subd. 16 or has caused another employee to sustain an injury or;
- Has caused a work-related accident or was operating or helping to operate machinery, equipment, or vehicles involved in a work-related accident.

Reasonable suspicion may be based upon, but is not limited to, facts regarding appearance, behavior, speech, breath, odor, possession, proximity to or use of alcohol or a controlled

<sup>1</sup> Minn. Stat. § 181.953, subd. 1.

<sup>2</sup> Minn. Stat. §§ 181.951 and .953.

<sup>3</sup> Minn. Stat. § 181.951, subd. 3.

Title: Non-DOT Drug & Alcohol Testing and Drug Free workplace

Effective Date: 2-4-20

Effective Date(s) of Amendment(s):

substance or containers or paraphernalia, poor safety record, excessive absenteeism, impairment of job performance, or any other circumstances that would cause a reasonable employer to believe that a violation of the City’s policies concerning alcohol or drugs may have occurred. These observations will be reflected in writing on a Reasonable Suspicion Record Form.

For off-site collection, employees will be driven to the employer-approved medical facility by their supervisor or a designee. For an on-site collection service, the employee will remain on site and be observed by the supervisor or designee. The medical facility or on-site collection service will take the urine or blood sample, and will forward the sample to an approved laboratory for testing.

**21.2.1.3 Treatment Program Testing**

The City may request or require an employee to undergo drug and/or alcohol testing if the employee has been referred by the City for chemical dependency treatment or evaluation, or is participating in a chemical dependency treatment program under an employee benefit plan.<sup>4</sup> In such a case, the employee may be requested or required to undergo drug and/or alcohol testing without prior notice during the evaluation or treatment period and for a period of up to two years following completion of any prescribed chemical dependency treatment program.

**21.2.1.4 Routine Physical Examination Testing**

The City may request or require an employee to undergo drug and/or alcohol testing as part of a routine physical examination. The City will request or require this type of testing no more than once annually, and the employee will be provided with at least two weeks’ written notice that the test will be required as part of the physical examination.<sup>5</sup>

**21.2.1.5 Random Testing**

The City may require an employee to submit to random drug and/or alcohol testing if the employee is in a safety-sensitive position.<sup>6</sup>

**21.2.2 Right of Refusal**

Employees and job applicants have the right to refuse to submit to an alcohol or drug test under this policy. However, such a refusal will subject an employee to immediate discharge. If an applicant refuses to submit to applicant testing, any conditional offer of employment will be withdrawn.

<sup>4</sup> Minn. Stat. § 181.951, subd. 6.

<sup>5</sup> Minn. Stat. § 181.951, subd. 3.

<sup>6</sup> Minn. Stat. § 181.951, subd. 6.

Title: Non-DOT Drug & Alcohol Testing and Drug Free workplace

Effective Date: 2-4-20

Effective Date(s) of Amendment(s):

---

Any intentional act or omission by the employee or applicant that prevents the completion of the testing process constitutes a refusal to test.

An applicant or employee who substitutes, or attempts to substitute, or alters, or attempts to alter a testing sample is considered to have refused to take a drug and/or alcohol test. In such a case, the employee is subject to immediate discharge from employment, and in the case of an applicant, the job offer will be immediately withdrawn.

### **21.2.3 Refusal on Sincerely Held Religious Belief**

An employee or job applicant who, based on a sincerely held religious belief, refuses to undergo drug or alcohol testing of a blood sample will not be considered to have refused testing, unless the employee or job applicant also refuses to undergo drug or alcohol testing of a urine sample.

### **21.2.4 Cost of Required Testing**

The City will pay for the cost of all drug and alcohol testing requested or required of all job applicants and employees, with the exception of confirmatory retests. Job applicants and employees are responsible for paying for all costs associated with any requested confirmatory retests.

### **21.2.5 Review and Notification of Test Results**

#### **21.2.5.1 Notification of Negative Test Results**

In the case of job applicants, the City Administrator will notify a job applicant of a negative drug and/or alcohol result within three working days of receipt of result by the City, and the hiring process will resume.<sup>7</sup> A "Negative Test Results Notification" form will be sent to the job applicant, and the job applicant may request a copy of the test result report from the City Administrator.

In the case of current employees, the City Administrator will notify the employee of a negative drug and/or alcohol result within three working days of receipt of result by the City.<sup>8</sup> A "Negative Test Results Notification" form will be sent to the employee, and he or she may request a copy of the test result report from the City Administrator.

#### **21.2.5.2 Notification of Positive Test Results**

In the event of a confirmed positive blood or urine alcohol and/or drug test result, the City will notify the employee of a positive drug and/or alcohol result within three days of receipt of the result. The City Administrator will send to the employee or job applicant a "Positive Test Results Notification" letter containing further instructions. The employee or job applicant may contact Human Resources to request a copy of the test result report if

---

<sup>7</sup> Minn. Stat. § 181.953.

<sup>8</sup> Minn. Stat. § 181.953.

---

Title: Non-DOT Drug & Alcohol  
Testing and Drug Free workplace

Effective Date: 2-4-20

Effective Date(s) of Amendment(s):

---

desired. A laboratory must report results to the City within three working days of the confirmatory test result.<sup>9</sup>

#### **21.2.5.3 Right to Provide Information after Receiving Test Results**

Within three working days after notice of a positive controlled substance or alcohol test result on a confirmatory test, the employee or job applicant may submit information to the City to explain the positive result. If an employee submits information either before a test or within three working days after a positive test result that explains the positive test result, (such as the use of prescribed substances or OTC medications), the City will not take an adverse employment action based on that information unless the employee has already been under an affirmative duty to provide the information before, upon, or after hire.<sup>10</sup>

#### **21.2.5.4 Right to Confirmatory Retest<sup>11</sup>**

A job applicant or employee may request a confirmatory retest of the original sample at the job applicant's or employee's own expense after notice of a positive test result on a confirmatory test. Within five working days after notice of the confirmatory test result, the job applicant or employee must notify the City in writing of the job applicant's or employee's intention to obtain a confirmatory retest. Within three working days after receipt of the notice, the City will notify the original testing laboratory that the job applicant or employee has requested the laboratory to conduct the confirmatory retest or transfer the sample to another qualified laboratory licensed to conduct the confirmatory retest. The original testing laboratory will ensure the control and custody procedures are followed during transfer of the sample to the other laboratory. The laboratory is required to maintain all samples testing positive for a period of six months.<sup>12</sup> The confirmatory retest will use the same controlled substance and/or alcohol threshold detection levels as used in the original confirmatory test.

In the case of job applicants, if the confirmatory retest does not confirm the original positive test result, the City's job offer will be reinstated and the City will reimburse the job applicant for the actual cost of the confirmatory retest. In the case of employees, if the confirmatory retest does not confirm the original positive test result, no adverse personnel action based on the original confirmatory test will be taken against the employee, the employee will be reinstated with any lost wages or salary for time lost pending the outcome of the confirmatory retest result, and the City will reimburse the employee for the actual cost of the confirmatory retest.

---

<sup>9</sup> Minn. Stat. § 181.953, subd. 3.

<sup>10</sup> Minn. Stat. § 181.953, subd. 10.

<sup>11</sup> Minn. Stat. § 181.953, subd. 9.

<sup>12</sup> Minn. Stat. § 181.953, subd. 3.

Title: Non-DOT Drug & Alcohol Testing and Drug Free workplace

Effective Date: 2-4-20

Effective Date(s) of Amendment(s):

---

#### **21.2.5.5 Access to Reports**

An employee will have access to information contained in his or her personnel file relating to positive test results and to the testing process, including all information gathered as part of that process.<sup>13</sup>

#### **21.2.5.6 Dilute Specimens**

A negative or positive dilute test result (following a second collection) which has been confirmed will subject an employee to immediate discharge.

### **21.2.6 Drug and Alcohol-Free Workplace Policy**

Employees must, as a condition of employment, abide by the terms of this policy. City recognizes drug abuse as a potential health, safety, and security problem. Employees needing help in dealing with such problems are encouraged to use their health insurance plans, as appropriate, and/or contact the Employee Assistance Plan at 866-326-7194 or at hpeap.com.

#### **21.2.6.1 Use and Possession of Alcohol or Drug(s)**

Employees are prohibited from the use, possession, transfer, transportation, manufacture, distribution, sale, purchase, solicitation to sell or purchase, or dispensation of alcohol, drugs, or drug paraphernalia while on duty; on City premises; operating any City vehicle, machinery, or equipment; or performing any City business, except (1) pursuant to a valid medical prescription used as properly instructed; (2) the use of over-the-counter controlled substance used as intended by the manufacturer; or (3) when necessary for approved law enforcement activity.

Besides the policy prohibiting the use or possession of alcohol, illegal drugs, or misused prescription drugs on the worksite, we also prohibit the use of, possession of, or impairment by any cannabis products (including medical cannabis) on the worksite by any employee of the City or while "on call" and subject to return to work. Having a medical marijuana card, patient registry number, and/or cannabis prescription from a physician does not allow anyone to use, possess, or be impaired by the drug on site. The federal government still classifies cannabis as an illegal drug, even though Minnesota has decriminalized its use for certain medical purposes.

There is no acceptable concentration of marijuana metabolites in the blood or urine of an employee who operates City equipment or vehicles or who is in a safety-sensitive position. Applicants and employees are still subject to being tested under our drug and alcohol testing policy and, as necessary, under the DOT testing policy found in Section 22. Employees are subject to being disciplined, suspended, or terminated after a confirmed

---

<sup>13</sup> Minn. Stat. § 181.953, subd. 10.

Title: Non-DOT Drug & Alcohol Testing and Drug Free workplace

Effective Date: 2-4-20

Effective Date(s) of Amendment(s):

positive test for cannabis if the employee used, possessed, or was impaired by cannabis, including medical cannabis, while on the premises or during the hours of employment.

Employees are prohibited from having a detectable amount of THC, except pursuant to a valid medical prescription used as properly instructed and not used on City property or during work hours. The use of cannabidiol substances containing trace amounts of THC is not an explanation for a confirmed positive THC test.

**21.2.6.2 While Impaired by Alcohol or Drug(s)**

Employees are prohibited from being impaired by any alcohol or drugs when reporting for work; while on duty; on the City’s premises; while operating any City vehicle, machinery, or equipment; or when performing any City business.

Employees are prohibited from being under the influence of alcohol or drugs, or having a detectable amount of an illegal drug in the blood or urine when reporting for work; while on duty; is on the City’s premises; while operating any City vehicle, machinery, or equipment; or when performing any City business, except (1) pursuant to a valid medical prescription used as properly instructed; or (2) the use of over-the-counter controlled substance used as intended by the manufacturer.

**21.2.6.3 Driving While Impaired**

A conviction of driving while impaired in a City-owned vehicle at any time during business or non-business hours, or in an employee-owned vehicle while conducting City business, may result in discipline, up to and including discharge.

**21.2.6.4 Criminal Controlled Substance Convictions**

Any employee convicted of any criminal drug statute must notify his or her supervisor and the City Administrator in writing of such conviction no later than five days after such conviction. Within 30 days after receiving notice from an employee of a controlled substance-related conviction, the City will take appropriate personnel action against the employee up to and including discharge, or require the employee to satisfactorily participate in a controlled substance abuse assistance or rehabilitation program as an alternative to discharge. In the event notice is not provided to the supervisor and the employee is deemed to be incapable of working safely, the employee will not be permitted to work and will be subject to disciplinary action, including dismissal from employment. In accordance with the Federal Drug-Free Workplace Act of 1988, if the City is receiving federal grants or contracts of over \$25,000, the City will notify the appropriate federal agency of such conviction within 10 days of receiving notice from the employee.

Title: Non-DOT Drug & Alcohol  
Testing and Drug Free workplace

Effective Date: 2-4-20

Effective Date(s) of Amendment(s):

#### **21.2.6.5 Failure to Disclose Lawful Controlled Substance**

Employees taking a lawful controlled substance, including prescription and over-the-counter controlled substances, which may impair their ability to perform their job responsibilities or pose a safety risk to themselves or others, must advise their supervisor of this before beginning work. It is the employee's responsibility to seek out written information from his/her physician or pharmacist regarding medication and any job performance impairment and relay that information to his/her supervisor. In the event of such a disclosure, the employee will not be authorized to perform safety-sensitive functions.

Pursuant to the requirements of the Drug-Free Workplace Act of 1988, all City employees, as a condition of continued employment, will agree to abide by the terms of this policy and must notify the City Administrator of any criminal drug statute conviction for a violation occurring in the workplace not later than five days after such conviction. If required by law or government contract, the City will notify the appropriate federal agency of such conviction within 10 days of receiving notice from the employee.

### **21.2.7 Consequences for Employees Engaging in Prohibited Conduct**

#### **21.2.7.1 Job Applicants**

The City's conditional offer of employment will be withdrawn from any job applicant who refuses to be tested or tests positive for illegal drugs as verified by a confirmatory test.

#### **21.2.7.2 Employees**

##### **21.2.7.2.1 No Adverse Action without Confirmatory Test**

The City will not discharge, discipline, discriminate against, or request or require rehabilitation of an employee based on a positive test result from an initial screening test that has not been verified by a confirmatory test.<sup>14</sup>

##### **21.2.7.2.2 Suspension Pending Test Result**

The City may temporarily suspend a tested employee with or without pay, or transfer that employee to another position at the same rate of pay pending the outcome of the requested confirmatory retest, provided the City believes that it is reasonably necessary to protect the health or safety of the employee, co-employees, or the public. The employee will be asked to return home, and will be provided appropriate arrangements for return transportation to his or her residence. An employee who has been suspended without pay will be reinstated with back pay if the outcome of the requested confirmatory retest is negative.<sup>15</sup>

<sup>14</sup> Minn. Stat. § 181.953, subd. 10.

<sup>15</sup> Minn. Stat. § 181.953, subd. 10.

Title: Non-DOT Drug & Alcohol  
Testing and Drug Free workplace

Effective Date: 2-4-20

Effective Date(s) of Amendment(s):

---

### **21.2.7.2.3 Discipline and Discharge:**

#### **21.2.7.2.3.1 Confirmatory Positive Test Result:<sup>16</sup>**

The City will not discharge an employee for a first confirmatory positive test unless the following conditions have been met:

- The City has first given the employee an opportunity to participate in either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the City after consultation with a certified chemical use counselor or physician trained in the diagnosis and treatment of chemical dependency. Participation by the employee in any recommended substance abuse treatment program will be at the employee's own expense or pursuant to the coverage under an employee benefit plan. The certified chemical use counselor or physician trained in the diagnoses and treatment of chemical dependency will determine if the employee has followed the rehabilitation program as prescribed; and
- The employee has either refused to participate in the counseling or rehabilitation program or has failed to successfully complete the program, as evidenced by withdrawal from the program before its completion or by a refusal to test or positive test result on a confirmatory test after completion of the program.

#### **21.2.7.2.3.2 Other Misconduct**

Nothing in this policy limits the right of the City to discipline or dismiss an employee on grounds other than a positive confirmatory test result, including conviction of any criminal drug statute for a violation occurring in the workplace or violation of other City personnel policies.

#### **21.2.7.2.4 Emergency Call Back to Work Provisions**

If an employee is called out for a City emergency and he or she reports to work and is suspected of being under the influence of drugs or alcohol, he or she will not be subject to the testing procedures of this policy, but may be subject to discipline and

will not be allowed to work. Appropriate arrangements for return transportation to the employee's residence will be made. It is the sole responsibility of the employee who is under the influence of alcohol and/or drugs and who is called out for a City

---

<sup>16</sup> Minn. Stat. § 181.953, subd. 10.

Title: Non-DOT Drug & Alcohol  
Testing and Drug Free workplace

Effective Date: 2-4-20

Effective Date(s) of Amendment(s):

emergency, to notify his or her supervisor of this information and advise if he or she is unable to respond to the emergency call back.

**21.2.8 Non-Discrimination**

The City's policy on work-related substance abuse is non-discriminatory in intent and application; however, in accordance with Minn. Stat., Chapter 363, disability does not include conditions resulting from alcohol or other drug abuse which prevents an employee from performing the essential functions of the job in question or constitutes a direct threat to property of the safety of individuals.

Furthermore, the City will not retaliate against any employee for asserting his or her rights under this policy.

**21.2.9 City's Employee Assistance Program**

The City has in place a formal employee assistance program (EAP) to assist employees in addressing serious personal or work-related problems at any time. The City's EAP provides confidential, cost-free, short-term counseling to employees and their families. Employees who may have an alcohol or other drug abuse problem are encouraged to seek assistance before a problem affects their employment status. Employee assistance program services are available by contacting Health Partners EAP at (866) 326-7194 or hpeap.com.

**21.2.10 Policy Contact for Additional Information**

If you have any questions about this policy or the City's drug and alcohol testing procedures, you may contact your immediate supervisor or City Administrator, Nancy Malecha, to obtain additional information.

By this policy, the City of Pequot Lakes has established a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace and its policy of maintaining a drug-free workplace. Each City employee will receive a copy of this policy and will be required to read it.

---

**Section 21.3 Definitions**

**Alcohol:**

The intoxicating agent in beverage alcohol or any low molecular weight alcohols such as ethyl, methyl, or isopropyl alcohol. The term includes but is not limited to beer, wine, spirits, and medications such as cough syrup that contain alcohol.

**Alcohol use or usage:**

The consumption of any beverage, mixture, or preparation, including any medication, containing alcohol.

**Applicant:**

A person applying for a job with the City.

**City:**

The City of Pequot Lakes.

**City Premises:**

All City job sites and work areas. For the purposes of this policy, City premises also includes any other locations or modes of transportation to and from those locations while in the course and scope of employment of the City.

**City Vehicle:**

Any vehicle which employees are authorized to use solely for City business when used at any time; or any vehicle owned or leased by the City when used for City business.

**Collection Site:**

A place designated by the City where job applicants and employees present themselves for the purpose of providing a specimen of their urine and/or blood to be analyzed for the presence of controlled substances and alcohol.

**Confirmatory Test:**

A controlled substance or alcohol test on a sample to substantiate the results of a prior controlled substance or alcohol test on the same sample, and that uses a method of analysis allowed under one of the programs listed in Minn. Stat. § 181.953, subd. 1.

**Drug:**

Has the same meaning as “controlled substance” defined in Minn. Stat. § 152.01, subd. 4.

---

Title: Definitions

Effective Date: 2-4-20

Effective Date(s) of Amendment(s):

---

**Drug and Alcohol Testing:**

An analysis of a body component sample according to the standards established under one of the programs listed in Minn. Stat. § 181.953, subd.1, for the purpose of measuring their presence or absence of drugs, alcohol, or their metabolites in the sample tested.

**Drug Paraphernalia:**

As set forth in Minn. Stat. § 152.01, subd. 18.

**Employee:**

A person who performs services for compensation for the City and includes independent contractors except where specifically noted in this policy.

**Initial Screening Test:**

A drug or alcohol test that uses a method of analysis under one of the programs listed in Minn. Stat. § 181.953, subd. 1.

**Job Applicant:**

A person who applies to become an employee of the City, and includes a person who has received a job offer made contingent on the person passing drug testing.

**Positive Test Result:**

A finding of the presence of alcohol, illegal drugs, or their metabolites that exceeds the cutoff levels established by the City. Minimum threshold detection levels are subject to change as determined in the City's sole discretion.

**Random Selection Basis:**

A mechanism for selection of employees that (1) results in an equal probability that any employee from a group of employees subject to the selection mechanism will be selected, and (2) does not give an employer discretion to waive the selection of any employee selected under the mechanism.

**Reasonable Suspicion:**

A basis for forming a belief based on specific facts and rational inferences drawn from those facts.

**Safety-Sensitive Position:**

A job, including any supervisory or management position, in which an impairment caused by drug or alcohol usage would threaten the health or safety of any person.

Title: Definitions

Effective Date: 2-4-20

Effective Date(s) of Amendment(s):

---

**Under the Influence:**

Either (1) the employee tests positive for alcohol or drugs, or (2) the employee's actions, appearance, speech, and/or bodily odors reasonably cause the City to conclude that the employee is impaired because of illegal drug use or alcohol use.