



Legislation Text

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**File #:** Res. 2020-013, **Version:** 1

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**City Council Meeting Date:** February 4, 2020

**To:** Mayor and City Council  
City Administrator Ben Martig

**From:** Communications & Human Resources Director Michelle Mahowald

Consider Approval of Amendments to City of Northfield Employee Handbook.

**Action Requested:**

The Northfield City Council approves the attached Resolution adopting the attached Employee Handbook revised policies Sections 3.75 replacing current Drug Free Workplace policy with Drug and Alcohol Non-DOT and updating 3.8 Drug and Alcohol DOT, effective March 4, 2020.

**Summary Report:**

The Labor Attorney and Department Coordination Team have reviewed both policies. The Council Employment Policy Committee discussed the policies for City Council approval at their January 15, 2020 meeting.

Drug and Alcohol Testing Non-DOT (Replacing Handbook Policy 3.75 Drug Free Workplace)

This new policy is specific for our employees without a Commercial Driver's License (CDL) requirement that drive vehicles as part of their job responsibilities. The language outlines requirements for drug and alcohol testing. The City does not conduct random drug and alcohol tests on non-DOT drivers.

3.8 Drug and Alcohol Testing DOT

Language was added to address the FMCSA (CDL) Drug and Alcohol Clearinghouse reporting requirements effective January 6, 2020 and marijuana as a controlled substance. Federal alcohol testing and regulations remain unchanged. This policy is specific for our employees required to carry a CDL license (e.g. Public Works Operators, Wastewater Plant Operators, Water Operators).

**Alternative Options:**

None.

**Financial Impacts:**

No financial impact expected for changes made to either policy.

**Tentative Timelines:**

Staff recommends consideration of approval by Resolution of City Employee Handbook, Section revised 3.75 Drug and Alcohol Non-DOT and Section 3.80 Drug and Alcohol DOT to be effective March 4, 2020.

