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OFFICE OF
LABOR RELATIONS

CITY OF SACRAMENTO
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April 20, 1998

MEMORANDUM

TO: Department Heads and Division Managers

RE: City Zero Tolerance Policy on Drugs and Alcohol

This is to reaffirm that the City of Sacramento has a zero tolerance policy on drugs and alcohol in the workplace. Zero tolerance means that all employees are prohibited from possessing, using, or being under the influence of prohibited drugs or alcohol while on duty, on City property, in City equipment, in the employee's vehicle, on their person, or in the work place. Employees subject to testing pursuant to the Department of Transportation drug testing requirements are also precluded from using alcohol within eight (8) hours of starting their shift.

This zero tolerance approach means that an employee who consumes alcohol at lunch, for example, or prior to commencing work, may nonetheless be subject to disciplinary action, up to and including termination, if the employee tests positive for alcohol. Since employees may assume that activities off-duty and at lunch are their own, it is important they understand the consequences of a positive test in such cases. Depending on the employee's age, size, food consumption, even one drink at lunch can result in a positive test.

All use of illegal or restricted substances is prohibited, whether on-duty or off-duty. Some illegal substances stay in the system long after use and may result in a positive test substantially later. Prescription drugs must be taken in accord with their directions. The taking of such drugs in violation of medical direction may be included in the definition of substance abuse.

If you have any questions regarding the City policy in this matter or if we can provide assistance, please feel free to contact your department's labor relations officer.

Dee Contreras

Dee Contreras
Director of Labor Relations



OFFICE OF THE
CITY MANAGER

CITY OF SACRAMENTO
CALIFORNIA

CITY HALL
ROOM 109
915 I STREET
SACRAMENTO, CA
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916-442-5704

June 1, 1989

MEMORANDUM

TO: All City Employees

SUBJECT: Drug-Free Workplace Policy

In accordance with the federal grant requirements established by the Drug-Free Workplace Act of 1988, the policy of the City of Sacramento regarding a drug-free workplace is as follows:

- 1) Unless legally authorized to do so, employees are prohibited from manufacturing, distributing, dispensing, using, consuming, injecting, possessing, being under the influence of, selling or offering for sale, in the workplace or while on duty, any controlled substance as the latter term is defined in the California Health and Safety Code.
- 2) An employee shall notify his/her immediate supervisor of any criminal drug statute conviction he/she received for a violation occurring in the workplace or while on duty no later than five (5) calendar days after such conviction.
- 3) A violation of this policy will subject an employee to disciplinary action, up to and including termination.

The City is committed to providing a safe workplace for its employees. An essential part of this commitment is keeping the work environment free from drugs. The Employee Assistance Program was established in recognition that substance abuse can be effectively treated and abusers rehabilitated. With your cooperation, we can achieve our goal of reducing drug abuse in the workplace to zero.

Walter J. Slupe

Walter J. Slupe
City Manager