

## *Drug and Alcohol*

The Director of Public Works, Lead Foreman, and Buildings and Grounds Foreman assume the responsibility of treating all employees fairly and consistently. In addition, each supervisor trained in drug and alcohol awareness is responsible for maintaining a work environment free from both. The Department of Public Works expects all employees to adhere to the town's Drug and Alcohol Policies 702, 714, and 780 found in the Amherst Personnel Policy Manual. Once employed by the town, all testing shall be done during working hours.

Public works employee may not partake in any alcoholic beverages within eight (8) hours of reporting to work. Public works employees will not report to work with the smell of alcohol on their breath. Knowledge of an upcoming storm and consumption of alcohol will result in disciplinary action.

There are four reasons for scheduling a drug and/or alcohol test:

- Pre-employment
- Random selection from the pool
- Personal observation of an employee by a properly trained supervisor
- Post accident mandatory testing where:
  - i. A public works driver is cited
  - ii. an involved vehicle is towed from the scene
  - iii. someone is transported by ambulance

All candidates and existing workforce employees in possession of a commercial driver's license shall, as required by Federal law, participate in a drug and alcohol pool selected by the Town of Amherst. Any public works employee failing to pass random testing must comply with the drug and alcohol policy in the Town of Amherst's Employee Personnel Manual. Any probationary public works employee testing positively creates immediate grounds for termination.

Administrative staff keeps all of the above information in the strictest of confidence. Releasing of any information prior, during, or after an interview by staff personnel may be grounds for dismissal.

Testing, other than pre-employment and random, requires a supervisor to transport the employee to and from the testing facility as soon as possible.

*From the Town of Amherst's Policy and Procedure Manual, 2009.*