

CITY OF WESTMINSTER

NOTICE TO ALL EMPLOYEES AND APPLICANTS

DRUG-FREE WORKPLACE POLICY

The City of Westminster (City) is committed to maintaining a safe and productive working environment.

While we do not wish to intrude into your private life, a personal problem like drug or alcohol abuse will affect work performance, workplace safety and public safety. In Maryland, all information related to the testing is confidential and may be released only pursuant to a subpoena, court order, or release signed by the individual tested. The release of information to the employer regarding: (1) the use of a nonprescription drug, other than alcohol that is not prohibited under Maryland law; or (2) the use of a prescription drug that was prescribed in accordance with Maryland law, is prohibited. However, this information may be disclosed if necessary to comply with the Federal Commercial Motor Vehicle Safety Act and other federal motor carriers.

The City's Drug-Free Workplace Policy does not tolerate the abuse of drugs or alcohol in the workplace. Understand that this policy prohibits illegal drug use on or off the job, and applies to any contractor working on City property. We encourage any employee suffering from a substance abuse problem to seek help. If you need help, we can provide you with resources to get that help.

A copy of the Drug-Free Workplace Policy will be kept in the Designated Employer Representative's office and the Alternative Designated Employer Representative's office and will be made available for review by all current employees and prospective job applicants upon request.

The City's program can help improve your health, help you avoid trouble with the law, and make our workplace safer. Compliance with the Drug-Free Workplace Policy is a condition of hire or your continued employment. The City has developed its Drug-Free Workplace Policy in substantial compliance with Maryland Law and the Fourth Amendment to the United States Constitution as it covers employees of governmental entities.

Employees who are required to hold a Commercial Driver's License (CDL) for a City position are also subject to the U.S. Department of Transportation Federal Motor Carrier Safety Administration 49 CFR Part 382 Controlled Substance and Alcohol Use and Testing Policy.

Police Department General Order 15-06, Substance Use/Abuse Policy will supplement this policy regarding sworn police officers.

U.S. Department of Transportation (DOT) Federal Motor Carrier Safety Administration (FMCSA) 49 CFR Part 382 Controlled Substances and Alcohol Use and Testing Policy

The City's U.S. Department of Transportation Federal Motor Carrier Safety Administration 49 CFR Part 382 Controlled Substances and Alcohol Use and Testing Policy is effective on April 1, 2020. The 49 CFR Part 40 Regulations of the U.S. Department of Transportation Procedures For Transportation Workplace Drug And Alcohol Testing Programs and Urine Specimen Collection Guidelines, Office of Drug and Alcohol Policy and Compliance, U.S. Department of Transportation, are integral parts of this Policy and apply to all covered employees. The City of Westminster shall test, in accordance with Federal regulations, employees required to have a Commercial Driver's License for the use of controlled substances that violate law or Federal regulation and the misuse of alcohol.

If you have any questions in reference to the City's Drug-Free Workplace or the Department of Transportation Federal Motor Carrier Safety Administration CFR Part 382 Controlled Substances and Alcohol USE and testing policies, you may contact the Director of Human Resources, the City's Designated Employer Representative (DER), or the Safety/Risk Coordinator, the Alternative DER.