

further the goal of obtaining a drug-free and alcohol-free environment, and to be in full compliance with the DOT-regulated testing requirements of 49 CFR Parts 40 and 382, the City of Sheboygan has implemented a drug and alcohol testing program which is designed to help reduce and prevent vehicle accidents and injuries to the organization's employees and the public, to discourage substance use and alcohol abuse, and to reduce absenteeism, accidents, health care costs, and other drug and alcohol-related problems.

The Federal Motor Carrier Safety Administration (FMCSA) has issued federal regulations (49 CFR Parts 40 and 382) implementing the provisions of the federal Omnibus Transportation Employee Testing Act of 1991, which requires alcohol and controlled substance testing of drivers who are required to have a commercial driver's license (CDL). These regulations include detailed procedures for urine drug testing and breath alcohol testing of employees involved in safety-sensitive functions. Impacted employees can find the specifics of these requirements in the DOT Regulated Employees Drug and Alcohol Policy Documents available on ESS and from their Department Head.

POLICY 5.6 SMOKING AND TOBACCO USE

It is the policy of the City that any City employee who continues to smoke or vape during working hours will limit such smoking or vaping only during the employee's normal break(s) or lunch period. Failure to comply will subject the employee to discipline up to and including termination. No employee will be permitted to use tobacco or e-cigarettes while in a City building or in any City-owned vehicle. Failure to comply will subject the employee to discipline up to and including termination.

Under Sheboygan Municipal Code, no employee shall smoke or vape within 25 feet of a main entrance of any City owned Building.

SECTION 6: PERFORMANCE AND PROFESSIONAL DEVELOPMENT

POLICY 6.1 PERFORMANCE EVALUATIONS

It is the City's expectation that individual employees are being regularly evaluated by their supervisor throughout the year, and that problems are addressed as they arise. In addition to these regular conversations and evaluations, employees and supervisors are required to meet annually to discuss the past year, review goals of that year, and set goals for the next year. After the supervisor meets and completes the evaluation and goal setting with the employee, the form must be approved by the Department Head before being submitted to the HR Department for final review and filing.

These evaluations are not meant to be the basis for Performance Improvement Plans, terminations, or other forms of discipline. Those conversations and evaluations are expected to be occurring throughout the year as individual concerns with performance arise.

POLICY 6.2 PROMOTIONS

When position vacancies exist above the entrance level, in most cases, they should be posted on the City website and <https://www.governmentjobs.com>. Employees wishing to be considered for a vacancy must apply via the website. While tenure and work history are important aspects when determining promotions, no promotion shall be given to any employee without first going through the required posting and interview process.