

Resolution # 3908

A RESOLUTION AMENDING THE EMPLOYEE HANDBOOK SECTIONS 2.21 DRUG AND ALOCHOL TESTING, 5.4 WORKPLACE VIOLENCE PREVENTION AND 5.6 WEAPONS ON CITY PROPERTY

WHEREAS, the City of Sidney has previously, by resolution number 3204, adopted a longevity policy for the payment of yearly bonuses to employees based on years of service to the City of Sidney; and,

WHEREAS, the City of Sidney now wishes to amend that policy to increase the longevity pay offered to municipal employees;

NOW, THEREFORE, BE IT RESOLVED THAT:

- 1. The following policy shall replace the previously adopted Drug and Alcohol Testing policy of the City of Sidney:**

To ensure a worker's fitness for duty and to maintain a safe working atmosphere, the City may adopt a program for testing for controlled substances and alcohol. The following statement of policy and procedure is intended to inform all covered employees of their rights and obligations under the City's program, as well as to alert them to the possible consequences of violating these policies. Covered employees in safety-sensitive positions must sign the **Drug Testing Acknowledgement Form** (Appendix E herein).

~~This program may apply to individuals engaged in the performance, supervision, or management of work in a hazardous work environment, security positions, positions affecting public safety or public health, positions in which driving is part of the job, or a fiduciary position for the City.~~ All employees needing a Commercial Driver's License (CDL) to perform the essential functions of their position or employees who appear to be under the influence at work in violation of Policy 4.3 will be subject to testing pursuant to federal law.

- 2. The following policy shall replace the previously adopted 5.4 Workplace Violence Prevention:**

The City is committed to preventing workplace violence and to maintaining a safe work environment. The City has adopted guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises. All City employees contribute to the type of environment in which they work, and it is therefore essential to follow these guidelines, treat fellow workers with dignity and respect, and immediately report any violations or untoward behavior.

Guidelines, Definitions and Reporting

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, roughhousing, or any other conduct that may be dangerous to others. It is important to note that employees with different backgrounds might have different ideas about what is innocent tomfoolery and what seems to be threatening and intrusive. Work is no the place for it.

Unauthorized firearms, weapons, explosives and other dangerous or hazardous devices or substances are prohibited from the premises of the City without proper authorization.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to the immediate supervisor or any other member of management. The City shall promptly and thoroughly investigate all reports of threats or (or actual) violence and of suspicious individuals or activities.

3. The following policy shall replace the previously adopted 5.6 Weapons on City Property:

The City strives to provide a safe and healthy working environment for all employees. As part of this effort, the City has a policy limiting the possession and storage of firearms in City-owned buildings and vehicles.

Unauthorized Firearms

Employees on City business may not carry an unauthorized firearm on their person or carry or store a firearm in a City-owned or City-leased building or vehicle, unless they are:

specifically authorized by state or federal law to carry a firearm as a condition of employment;

in actual service as a member of the National Guard; or

engaged in firearm instruction or field work in which the employee carries a firearm for conducting official City business.

The City may grant an individual employee or job class a written exception to this policy.

3. Dangerous Weapons

Possession of other unauthorized dangerous weapons, explosives, large knives, swords, etc., and/or any other weapon deemed inappropriate by the City is prohibited on all City premises, in all City buildings, in City vehicles, or in a personal vehicle while conducting City business.

Adopted this ____ day of February, 2023.

Mayor

ATTEST:

Clerk/Treasurer of the City of Sidney