



CITY OF DUBLIN

**CITY OF DUBLIN
ADMINISTRATIVE ORDERS
OF THE CITY MANAGER**

ADMINISTRATIVE ORDER 2.36
TO: All Non-Union Personnel
FROM: Timothy C. Hansley, City Manager
SUBJECT: Consumption of Alcohol by City Employees
DATE: June 8, 2001
Supersedes and Replaces Administrative Order 2.36 dated 11-1-93 Regarding Same Subject.

I. PURPOSE & SCOPE

In order to promote and maintain a safe and productive working environment for all City employees, to protect the public health, safety, and welfare and, to uphold the public confidence in the work performed by City employees, the City has determined that a formal policy concerning the use of alcohol by its employees should be clarified and revised. The purpose of this Administrative Order is to establish such a policy.

This Administrative Order shall be applicable to all non-union employees of the City of Dublin and shall be strictly enforced by all Department/Division Heads and supervisory personnel. Questions regarding this Administrative Order should be directed to your supervisor, Department/Division Head, or the Division of Human Resources/Procurement.

II. POLICY

It shall be the policy of the City of Dublin that all employees are strictly prohibited from consuming alcohol while on duty. In addition, reporting for work while under the influence of alcohol, with any residual effects of alcohol consumption (e.g. impaired judgement, sickness, impaired reflexes, etc.), or where there is any evidence of alcohol consumption (e.g. odor of alcohol on the breath) is likewise prohibited. For purposes of this policy, an employee is considered to be "under the influence" of alcohol when the employee is found to be impaired by alcohol. (The City has determined that a blood alcohol content of 0.02% will be used as the standard for impairment.) Furthermore, all employees are also prohibited from consuming

alcohol during their designated lunch break or meal period and while off duty anytime said employees are in City uniform or are wearing any apparel which distinguishes themselves as employees of the City of Dublin.

City employees are hereby advised that any building, facility, structure, property, etc., or contents thereof (i.e. employee lockers, offices, desks, etc.), owned or leased by the City, shall be subject to unannounced inspection at any time by appropriate supervisory personnel and City officials.

Compliance with this policy shall be strictly enforced. Any employee violating this policy shall be subject to appropriate disciplinary action, which may include suspension or dismissal.

City employees are hereby advised they may also be subject to appropriate disciplinary action for engaging in off duty, illegal conduct/behavior unbecoming a City employee emanating from the use of alcohol which, in the judgement of the City Manager, detracts from the image or reputation of the City as an organization or which, in the judgement of the City Manager, erodes the public confidence in the City as an organization (e.g. disorderly conduct, assault, fighting, criminal, menacing, disturbing the peace, OMVI, etc., or other criminal acts).

III. ALCOHOL AWARENESS & EMPLOYEE ASSISTANCE

Employees have a right to know the dangers associated with the use or abuse of alcohol and what help is available to combat the problems associated with alcohol use or abuse.

The City will institute an awareness program for all employees on the dangers associated with alcohol use or abuse. Posters, brochures, and appropriate guest speakers at periodic group meetings will communicate information to employees.

In addition, to assist employees in overcoming alcohol abuse problems, the City will offer the following rehabilitative help where applicable:

- Medical benefits for alcohol-abuse treatment
- Information about community resources for assessment and treatment
- Employee Assistance Program

City employees are hereby advised that where rehabilitative assistance is offered by the City and agreed to by the employee, failure of the employee to adhere to conditions with regard to the rehabilitative program may result in appropriate disciplinary action including suspension or dismissal.

It should be noted that medical benefits for alcohol abuse treatment, as mentioned

above, shall be limited to those covered by the City of Dublin medical plan. In addition, it should also be noted that the City medical plan is a benefit provided only to those employees of the City that are serving in Full-Time Permanent positions. (For further information on the medical benefits for alcohol abuse treatment, refer to the City of Dublin "Employee Benefits Handbook".) Furthermore, it should be noted that the Employee Assistance Program (EAP), as mentioned above, is a benefit , which will be provided only to employees serving in Full-Time or Part-Time Permanent positions. (For further information on the Employee Assistance Program, refer to Administrative Order 2.39 "Employee Assistance Program".)

IV. SUPERVISORY TRAINING

The City shall provide training to assist supervisory personnel in identifying alcohol abuse by employees. This training shall be conducted by a qualified trainer holding one of the following credentials:

- Substance Abuse Professional (SAP);
- Certified Employee Assistance Professional (CEAP);
- Certified Chemical Dependency Counselor (CCDC III);
- Ohio Certified Prevention Specialist (OCPS);
- Ohio Certified Prevention Consultant (OCPC).

This Training shall cover the following subjects:

- The physical, behavioral, and the performance indicators of alcohol misuse/abuse;
- The effects of alcohol misuse/abuse;
- Recognizing performance deficiencies caused by alcohol misuse/abuse;
- Confronting employees with suspected alcohol misuse/abuse problems.

V. EMPLOYEE DRUG TESTING

Department/Division Heads and other supervisory personnel are hereby advised to refer to Administrative Order 2.38 ("Employee Drug & Alcohol Testing Program") for further information regarding specific procedures involved with alcohol testing based upon reasonable suspicion.

VI. EMPLOYEE ACKNOWLEDGEMENT

All employees shall be required, as a condition of employment, to acknowledge, in writing, that they have received a copy of this Administrative Order.