



## Agenda Statement

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**File #:** 17-0043      **Version:** 1

**Type:** Work Session Item      **Status:** Filed

**File created:** 1/20/2017      **In control:** City Council

**On agenda:** 1/24/2017      **Final action:** 1/24/2017

**Title:** City of Valdez Employee Controlled Substance, Alcohol, and Marijuana Policy Update

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Proposed COV Controlled Substance, Alcohol and Marijuana Policy, 2. Current COV Employee Controlled Substances & Alcohol Policy (PERSREGS 2008), 3. COV Personnel Regulations Manual (final 2008 edition)

Date	Ver.	Action By	Action	Result
1/24/2017	1	City Council	received and filed	

### **ITEM TITLE:**

City of Valdez Employee Controlled Substance, Alcohol, and Marijuana Policy Update

**SUBMITTED BY:** Tim James, Human Resources Director

### **FISCAL NOTES:**

Expenditure Required: N/A  
Unencumbered Balance: N/A  
Funding Source: N/A

### **RECOMMENDATION:**

Work session discussion.

### **SUMMARY STATEMENT:**

The purpose of this work session is to begin the process of adoption of a comprehensive non-DOT Controlled Substance, Alcohol and Marijuana policy for the employees of the City of Valdez.

In addition, Human Resources will be proposing a method for establishing a process to separate the City of Valdez Personnel Policy and Procedures from the current City of Valdez Personnel Regulation format.

The new format will establish a detailed, formal set of Personnel Policies and Procedures which will be titled, "City of Valdez Personnel Regulations" to be retained in each Department of the City. An Employee Handbook will be created to accompany the Personnel Policies and Procedures for

distribution to current and new employees of the City that is less detailed but contains specific references to the Personnel Policies and Procedures.