



Legislation Text

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

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.