



Agenda Briefing

Date of Meeting: June 2, 2020

Responsible Department: Human Resources

Presenter: Yesenia Garza

Briefing Prepared By: Yesenia garza

Strategic Focus Area: City Services

General Information / Subject:

Ordinance amending the City of Seabrook "Personnel Policies", Chapter 7 "Behavior and Conduct", Section 1 "Alcohol and Drug Use/Abuse by replacing the section with Section 1A - "DOT-Drug and Alcohol Policy" and Section 1B - "Drug and Alcohol Policy".

Executive Summary / Background:

Executive Summary: Consider and take all appropriate action for approval of ordinance amending the City of Seabrook "Personnel Policies", Chapter 7 "Behavior and Conduct", Section 1 "Alcohol and Drug Use/Abuse by replacing the section with Section 1A - "DOT-Drug and Alcohol Policy" and Section 1B - "Drug and Alcohol Policy"

Background: The "DOT- Drug and Alcohol Policy" will establish guidelines and procedures in administering a drug and alcohol screening program for city employees who hold commercial driver's license (CDL) as part of their job duties and are subject to drug and alcohol testing as required by the U.S. Department of Transportation (DOT) and the Federal Motor Carrier Safety Administration (FMCSA).

The "Drug and Alcohol Policy" will establish guidelines and procedures in administering a drug and alcohol screening program for city employees in an effort to provide an alcohol and drug-free, healthful, and safe workplace.

Funding / Fiscal Information:

Account Number:

Amount Budgeted:

Amount Requested / Required:

Funding Source (if not budgeted):

Supporting Materials Attached:



Prior Action / Review by Council, Boards, Commissions:

All requests must be submitted to the City Secretary's Office no later than 12:00 p.m. on the Monday, one week prior to the regular Tuesday Council Meeting. All required attachments are to be submitted with the request. Incomplete items cannot be placed on the agenda.

Staff Recommendation:

**APPROVED BY:
(as appropriate)**

Yesenia Garza

5/28/2020

Preparer or Department Director

Date

Building Official, if needed

Date

City Secretary, if needed

Date

Community and Visitor Relations Director
if needed

Date

Court Administrator, if needed

Date

Deputy City Manager, if needed

Date

EDC Director, if needed

Date

Emergency Services Director, if needed

Date

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Finance Director, if needed

Date

HR Director, if needed

Date

IT Director, if needed

Date

Police Chief, if needed

Date

Public Works Director, if needed

Date



5/29/2020

City Manager

Date