

DRUG-FREE WORKPLACE POLICY

Drug/Alcohol-Free Workplace

- (a) No employee may consume, or be under the influence of, alcohol or illegal drugs while at City facilities or on duty. Exceptions include medication prescribed by a licensed physician when used as prescribed. Alcohol may be consumed at an official social event/function while off duty.
- (b) No employee may manufacture, distribute, dispense, possess, sell, purchase, or use a controlled substance (as defined by Chapter 481, Health and Safety Code) on City property or while on duty.
- (c) All City buildings and facilities are to remain drug and alcohol free except where a rental of a city facility or park is entered into, and adequate insurance is provided. The Mayor and/or City Council may allow certain exceptions for alcohol served at specified official social functions.
- (d) Post-accident testing may be conducted following any accident in which violations of safety procedures occur, resulting in either property damage or personal injury caused by an employee. Post-accident testing may be conducted following any accident involving personal injury and the operation of a City vehicle or heavy machinery if evidence exists that the employee caused the accident. Individuals to be tested in a post-accident situation shall include any individual directly involved in an accident whose order, action, or failure to act is determined to be, or cannot be ruled out as, a causative factor in the events leading to or causing such accident.
- (e) **Commercial Driver Employees and Applicants**
- (1) **Employees** - As required by federal law and for the purposes of this Policy, the term “commercial driver” includes any employee who operates or may be required to operate a commercial motor vehicle requiring a commercial driver’s license as defined by 49 C.F.R. § 383.23. This includes temporary, part-time, probationary, and regular employees who operate a commercial motor vehicle only occasionally, intermittently or during an emergency.
- (2) **Employees** - All Commercial Driver employees will be subject to alcohol and drug testing.
- (3) **Applicants** - All employees who apply for transfer to a position which requires or could require that the employee operate a commercial motor vehicle will be subject to pre-employment testing before being transferred.
- (f) **Employees in Safety Sensitive Positions and Applicants**
- (1) **Employees** - Safety Sensitive Position is defined as a position that is high risk associated with operating heavy equipment and/or handling hazardous materials or in areas that involve ensuring that the residents and visitors to the City receive or interact with utilities provided

by the City. **Safety Requirements:** Positions are frequently designated as "safety-sensitive" or "DOT roles" due to the high risk associated with operating heavy equipment and handling hazardous materials.

(2) **Job Responsibilities:** Duties include monitoring SCADA systems, adjusting chemical dosages, maintaining pumps and motors, and collecting water samples.

(3) **Certifications:** Operators must minimally hold TCEQ Class C Water Distribution/II Wastewater licenses.

(4) **Physical & Environmental Demands:** The job involves working in extreme weather, lifting heavy objects (50+ lbs), and potential exposure to electrical hazards or chemicals.

(5) **Schedule:** Often requires working weekends, holidays, and rotating shifts.


(6) **Applicants** - All applicants for any of the above-described positions which require or could require operation of a commercial motor vehicle will be subject to pre-employment alcohol and drug testing. Employee applicants who are not otherwise covered by this Policy who apply for or are to be promoted or are transferred or assigned into a position which requires operation of a commercial motor vehicle will be subject to pre-employment testing the same as any other applicant.


(7) **Prohibitions** - Each covered employee is required to comply with the provisions of federal law, which include the following prohibitions:

- (A) No commercial driver shall report for duty or remain on duty to perform a safety-sensitive function while having an alcohol concentration of 0.04 or greater.
- (B) No commercial driver shall be on duty or operate a commercial motor vehicle while the driver possesses alcohol or any product containing alcohol.
- (C) No commercial driver shall use alcohol while performing safety-sensitive functions.
- (D) No commercial driver shall perform safety-sensitive functions within four hours after using alcohol, regardless of the driver's actual alcohol concentration.
- (E) No commercial driver shall refuse to submit to any alcohol or controlled substance test required under the law.
- (F) No commercial driver shall report for duty or remain on duty to perform a safety-sensitive function if the driver uses any controlled substances, except when the controlled substance is used pursuant to the instructions of a physician and the physician has advised the driver that the substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle.
- (G) No driver shall report for duty, remain on duty or perform a safety-sensitive function, if the driver tests positive for controlled substances.
- (H) Each driver shall report the use of any medication that may affect their ability to perform commercial driving.

(I) Each driver who parks any vehicle, city or personal, shall only park in designated parking spaces unless loading or unloading.

Passed and Approved by City Council and made a part of the Personnel Policies on 25th
of February, 2026.

APPROVED: 
Misty Begay, Mayor

ATTEST: 
Naomi Machuca, Mayor Pro Tem