



SECTION 8 - ETHICS

## SECTION 8. CODE OF ETHICS

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### 8-101 ETHICS AND CODE OF CONDUCT

#### 101.1 EMPLOYEES' CODE OF CONDUCT

In the discharge of their duties, employees of the City of Gardner will adhere to the following code of conduct:

- a) Employees of the City shall give fair and equal treatment to every citizen.
- b) Employees shall not grant special consideration, treatment, or advantage to any citizen beyond that which is available to every other citizen.
- c) Employees shall not engage in any business or transaction, or have financial or other personal interest, direct or indirect, that is incompatible with the proper discharge of official duties in the public interest or would tend to impair independent judgment or action in the performance of official duties.
- d) Employees who have a financial or other private interest in any proposed City legislation shall disclose the nature and the extent of such interest.
- e) It is recognized that the exchange of minor tokens of appreciation is a courtesy common to the business world. City employees are therefore authorized to accept such unsolicited minor tokens of appreciation as long as the acceptance thereof does not tend to influence or appear to influence their judgment. Employees should consult with their supervisor if they are uncertain about the acceptance of a gift.
- f) Employees shall not disclose confidential or legally restricted information, nor shall they use such information to advance the financial or other private interest of themselves or others.
- g) Employees shall not derive a financial gain from any purchase or contract issued by the City. Employee shall not purchase goods or services for personal benefit through City contracts or purchase orders.
- h) Employees shall not continue in such position after becoming a candidate for nomination or election to any City office.

- i) Employees shall not request or permit the use of City owned real property for any purpose except the conduct of City business. Employees shall not, directly or indirectly, attempt to obtain any service or benefit from City personnel for the personal affairs of such employees.

## 8-102 CUSTOMER SERVICE

Employees should always have as their goal to make every customer contact (whether inside or outside the organization) as positive as it can be.

Employees shall make every effort to ensure that customers obtain the requested information with a minimum of hassles, phone transfers, and red tape. Employees shall follow up with the fellow employee or with the customer to ensure that they received what was needed.

## 8-103 ANTI-HARASSMENT POLICY

### 103.1 COMMITMENT TO HARASSMENT FREE WORKPLACE

The City of Gardner is committed to providing a work environment free of unlawful harassment. The City of Gardner prohibits sexual harassment, same sex harassment, and harassment based on pregnancy, childbirth or related medical conditions, race, religious creed, color, national origin or ancestry, citizenship, physical or mental disability, medical condition, marital status, age, military status, or any other basis protected by federal, state or local law or ordinance or regulation. The City of Gardner's anti-harassment policy applies to all persons involved in the operations of the City including employees, applicants, other non-employees, customers, vendors and suppliers. The City of Gardner prohibits unlawful harassment by any employee of the City. Any such harassment will subject the offending employee to disciplinary action, up to and including immediate termination. The City of Gardner also prohibits harassment of any employee in connection with their work by an applicant, other non-employee customer, vendor or supplier. Appropriate action will be taken against the offending party for violations of this policy.

### 103.2 PROHIBITED CONDUCT

Prohibited harassment includes, but is not limited to, the following behaviors:

- a) Verbal conduct such as words, epithets, offensive or derogatory jokes or comments, slurs, suggestive or insulting sounds, or other vocal activity, including derogatory statements not directed to the targeted individual but taking place within their hearing;
- b) Visual conduct or written materials such as denigrating, derogatory and/or sexually-oriented posters or signs, pictures, cartoons, drawings, or offensive gestures including e-mail jokes or statements, downloading inappropriate pictures or materials from computer systems, or articles of a harassing or offensive nature.

- c) Physical conduct such as pranks, threats, intimidation, physical assault, violence, unwanted touching, blocking normal movement or interfering with work, or any behavior that denigrates or shows hostility or aversion toward an individual because of their pregnancy, childbirth or related medical conditions, race, religious creed, color, national origin or ancestry, citizenship, physical or mental disability, medical condition, marital status, age, military status, or any other basis protected by federal, state or local law or ordinance or regulation.
- d) Sexual harassment such as unwelcome or unwanted sexual advances, requests for sexual favors, offering employment benefits in exchange for sexual favors, visual conduct, leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons, or posters, verbal sexual advances, propositions or requests, verbal abuse or a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations, physical conduct, touching, assaulting, impeding or blocking movement, or other verbal or physical contact of a sexual nature when such conduct creates an offensive, hostile and intimidating working environments and prevents an individual from effectively performing the duties of their position. It also encompasses such conduct when it is made a term or condition of employment or compensation, whether implicitly or explicitly, and when an employment decision is based on an individual's acceptance or rejections of such conduct. Sexual harassment crosses age and gender boundaries and may include conduct between individuals of the same sex.
- e) Harassment of employees in connection with their work by a non-employee, customer, vendor or supplier.
- f) Harassment of non-employees, customers, vendors, or suppliers by employees.
- g) Retaliation for having reported or threatened to report harassment.

### **103.3 REPORTING**

Employees who believe that they have been unlawfully harassed should provide a written complaint to the Human Resources Manager as soon as possible after the incident. The complaint should include details of the incident or incidents, names of the individuals involved and names of any witnesses. The City will immediately undertake an investigation of the harassment allegations. The Human Resources Manager will advise all parties concerned of the results of the investigation to the extent necessary, while maintaining confidentiality to the extent possible.

### **103.4 DETERMINATION**

If the City determines that unlawful harassment has occurred, remedial action will be taken in accordance with the circumstances involved. Any employee determined by the City to be responsible for unlawful harassment will be subject to appropriate disciplinary action, up to and including termination. The Human Resources Manager will advise all parties concerned of the results of the investigation to the extent necessary, while maintaining confidentiality to the extent possible.

## **8-104 E-MAIL, INTERNET, INTRANET AND VOICEMAIL USE**

### **104.1 ELECTRONIC COMMUNICATIONS**

The City utilizes computers and computer systems in the work place to facilitate communications, improve employee productivity, and fulfill its government functions. It is the intent of this policy to provide an overall framework for computer usage within the City. The use of the computer systems in violation of this policy could result in discipline up to and including termination of employment. This policy applies to all employees; contractors, part-time employees, volunteers or other individuals who are provided access to the City's computer system. Third parties should only be permitted access to the City's computer system as necessary for their business purpose within the City and only if they abide by applicable rules.

### **104.2 MANAGEMENT RIGHTS**

The City is the owner of the computer systems it provides to its employees to conduct City business. The City, as the owner of this equipment and the employer of the City employees, is responsible for the lawful and appropriate use of the City's computer systems. Accordingly, the City must maintain the right to oversee use of the City computer system by City employees to protect ownership rights to the computer system and to prevent illegal or inappropriate use of the computer system.

Management may access computer systems of all individuals as covered by this policy for any purpose not specifically prohibited by law. All passwords/codes used on City equipment shall be provided to the Department Director.

### **104.3 PUBLIC RIGHTS**

Information contained on the City's computer system may be accessible to the subject of the information, authorized third parties, or the general public. Access to this information is governed by state laws, federal laws, and ruling by the courts. The City, its officers, and employees shall implement their best judgment and discretion in protecting the rights of the public and privacy of individuals when administering information contained on the City's computer system. All e-mail is subject to the Kansas Open Records Act (KORA).

#### 104.4 RESPONSIBILITIES

It is the responsibility of the Governing Body to establish policies concerning computer usage within the City. It is the responsibility of Department Directors, individually and through the Governing Body, to assist in formulating the City's Computer Policy. Department Directors shall be responsible for setting specific departmental policies on computer usage within the framework of the overall City policy. Under no circumstance is anyone to access any City owned or operated electronic file/system without the written consent of their respective department head and executing the respective agreement established by the Finance Department.

City employees shall be responsible for utilizing City computers and systems to further the goals of the City in providing services to its citizens. The Finance Department shall be responsible to maintain and operate the City's hardware and software systems. This includes the appropriate backup of systems and information for purposes of disaster recovery. Backup of such a nature is not intended to create data.

#### 104.5 HARDWARE AND SOFTWARE

The City is the owner of all equipment provided to employees and constituting the City's computer system. The City also provides software for use on individual computers and within the system. Employees should be responsible for understanding and respecting the terms of such software licenses. Use of hardware and software beyond that provided to employees by the City shall require IS and Department Director approval; this includes but is not limited to the access to e-mail servers. City support staff will not service privately owned hardware and software not licensed to the City. Personal use of the City's hardware and software is permitted. However, such shall be limited in time and frequency in accordance with City/Departmental policies and common sense. It shall be conducted in a manner to limit the interruption of City business.

#### 104.6 E-MAIL

The e-mail system is City property and primarily to be used for City business. The system is not to be used for employee personal gain or to support or advocate for non-City related business or purposes. All use of the e-mail system is subject to management access pursuant to this policy.

Incidental and occasional personal use of e-mail is permitted, but such messages will be treated no differently from other messages. The employee assumes personal responsibility for the cost of any such personal use of e-mail and will pay any cost incurred for such use upon demand by the City.

The City will assign E-mail addresses to all individuals requested by the Department Director. Only E-mail addresses assigned by the City will be authorized on City owned computers. All E-mail is subject to the Kansas Open Records Act (KORA).

#### 104.7 APPROPRIATE USE

City employees need to use good judgment in Internet access and e-mail use. They are expected to ensure that e-mail messages are appropriate in both the types of email messages created and the tone and content of those messages. Employee's use of e-mail and the Internet must be able to withstand public scrutiny without embarrassment to the City.

#### 104.8 EXAMPLES OF INAPPROPRIATE USE INCLUDE, BUT ARE NOT LIMITED TO:

- Illegal activities
- Wagering, betting, or selling
- Harassment and illegal discrimination
- Fund-raising for any purpose unless agency sanctioned
- Commercial activities, e.g., personal for-profit business activities
- Promotion of political or religious positions or activities
- Receipt, storage or transmission of offensive, racist, sexist, obscene or pornographic information
- Downloading software (including games, wallpaper, and screen savers) from the Internet unless agency-sanctioned
- Non-City employee use

The traditional communication rules of reasonableness, respect, courtesy, common sense, and legal requirements also apply to electronic communication. For example, actions that are considered illegal such as gambling and harassment are not up to the discretion of individual agencies or individual managers or supervisors; these actions break the law whether the behavior is conducted on e-mail or by another means of communication, and they may subject the employee to disciplinary action up to and including discharge.

Employees should be aware that they may receive inappropriate and unsolicited email messages. Any such messages should be reported immediately to the employee's supervisor and any other designated official within the employee's agency.

While employees may make personal use of City technology such as e-mail and Internet access, the amount of use during working hours is expected to be limited to incidental use or emergency situations. Excessive time spent on such personal activities during working hours will subject the employee to disciplinary action.

## 104.9 MONITORING

The City of Gardner retains its right to review any electronic communications or voice communications sent or received over any system owned or managed by the City. Employees should not expect any right to privacy in any voicemail or electronic communications sent to or received from City systems.

Electronic communication devices such as telephone, voicemail, wireless telephones, facsimile machines, pagers, city e-mail systems and Internet access are city property. Like other city resources, they are intended to be use for city business. The City reserves the right to monitor all use of email and Internet resources at the time of use, during routine post-use audits, and during investigations. Employees should understand that electronic data are not completely secure. For example, e-mail messages can be altered by a recipient and retransmitted as if from the original sender, or data can be illegally accessed. They should also understand that e-mail messages and Internet transactions, including those they delete or erase from their own files, may be backed up or recorded and stored centrally for system security and investigative purposes. They may be retrieved and viewed by someone else with proper authority at a later date. It is the user's responsibility to use care in communicating information not meant for public viewing.

Because the e-mail and Internet systems are not secure, employees should not send any data classified as not public (private or confidential data on individuals or nonpublic or protected nonpublic data not on individuals) over the e-mail or Internet systems unless the data are encrypted or encoded.

## 104.10 VOICEMAIL

All telephone communication and fax systems and all communications and information sent through, received or stored in these systems are the property of the City of Gardner and are provided to be used for job-related purposes. The use of voicemail or fax to communicate obscene, harassing, or otherwise offensive language or communications is prohibited. The City retains the right to monitor all of its communications systems at its discretion, including listening to voicemail messages stored in the systems. By using these systems, employees consent to such monitoring of these systems by the City.

## 8-105 DRUG AND ALCOHOL REQUIREMENTS

### 105.1 OBJECTIVES

The City of Gardner has the public trust to provide a variety of services to the community in the most efficient and effective manner possible. The City of Gardner has an obligation to ensure public safety and to provide a safe working environment for all employees. In order to achieve those goals, it is imperative that the City ensure that all employees are able to perform their job duties safely.

There is sufficient evidence to conclude that the use of illegal drugs/alcohol and drug/alcohol abuse seriously impairs an employee's performance and general physical

and mental health. Therefore, the City of Gardner has adopted this written policy to ensure an employee's fitness for duty as a condition of employment; to ensure drug tests are ordered as the result of reasonable suspicion by supervisory personnel and based on observed behavior or work performance; to inform employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or alcohol is prohibited in the work place; whereby employees know that testing may be a requirement of continued employment; and whereby applicants know that testing is a requirement of employment. The City's policy also conforms to the federal requirements established for alcohol and drug testing of all safety sensitive employees as set out in the Omnibus Transportation Employee Testing Act of 1991, Public Law 102-143, Title V.

## 105.2 DEFINITIONS

**Alcohol Concentration (Or Content)** - The alcohol in a volume of breath as indicated by an evidential breath test.

**Breath Alcohol Technician (BAT)** - A person trained to proficiency in the operation of the EBT they are using and in alcohol testing procedures. Proficiency shall be demonstrated by successful completion of a course of instruction which, at a minimum, provides training in the principles of EBT methodology, operation, and calibration checks, the fundamentals of breath analysis for alcohol content; and the procedures required in this part for obtaining a breath sample, and interpreting and recording EBT results. Only courses of instruction for operation of EBTs that are equivalent to the DOT model course as determined by the National Highway Traffic Safety Administration (NHTSA) may be used to train BATs to proficiency. On request, NHTSA will review a BAT instruction course for equivalency.

**Controlled Substance** – A controlled substance in Schedules I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812) and as further defined in regulation 21 CFR 1308.11-1308.15.

**Employee Assistance Program (EAP)** - A counseling program that offers assessment, short-term counseling, and referral services to employees for a wide range of drug, alcohol, and mental health problems and monitors the progress of employees while in treatment.

**Evidential Breath Testing Device (EBT)** - A device approved by the National Highway Transportation and used to measure breath alcohol concentration.

**Medical Review Officer (MRO)** - The individual who is responsible for receiving laboratory results generated from the City's drug testing program under this Policy and who is a licensed physician in either medicine or osteopathy with knowledge of substance abuse disorders and the appropriate medical training to interpret and evaluate all positive test results together with an individual's medical history and any other relevant biomedical information.

**Possession** – Having controlled substances which are not obtained whether directly from a doctor or pharmacist using a valid prescription or having controlled substances, the possession or use of which is unlawful.

**Refuse To Submit** - (To an alcohol or drug test) Means that an employee (1) failed to provide adequate breath for testing without a valid medical explanation; (2) failed to provide adequate urine for drug testing without a valid medical explanation; or (3) engages in conduct that clearly obstructs the testing process.

**Safety Sensitive Employee** - Any employee who operates a commercial motor vehicle and holds a commercial driver's license. Such an employee includes but is not limited to full time, regularly employed drivers; casual intermittent or occasional drivers; leased drivers and independent, owner-operator contractors who are either directly employed by or under lease to the City or who operate a commercial motor vehicle at the direction of or with the consent of the City.

**Safety Sensitive Function** - Any of the following on-duty functions which involve operation of a commercial motor vehicle:

- a) All time waiting to be dispatched, unless the employee has been relieved from duty by the City;
- b) All time inspecting, servicing, or conditioning any commercial motor vehicle;
- c) All time which is spent at the driving controls of a commercial motor vehicle in operation;
- d) All time, other than driving time spent, in or upon any commercial motor vehicle;
- e) All time loading or unloading a commercial motor vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded;
- f) All time spent performing the employee requirements associated with an accident which includes the following:
  - (i) Stopping immediately;
  - (ii) Taking all necessary precaution to prevent further accident at the scene;
  - (iii) Rendering all reasonable assistance to injured persons;
  - (iv) Giving any person demanding the same, their name, address, the name and address of the City, the state tag and

registration number of the vehicle involved; and if requested, exhibiting their chauffeur's or operator's license;

- (v) Locating and notifying the custodian of an unattended vehicle which is stricken in the accident; and
  - (vi) Reporting all details of the accident as soon as practicable after its occurrence to the employee's supervisor.
- g) All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

NOTE: An employee is considered to be performing a safety-sensitive function during any period in which they are actually performing, ready to perform, or immediately available to perform any safety sensitive functions.

Substance Abuse Professional (SAP) - A licensed physician or certified psychologist, social worker, employee assistance professional, or addiction counselor with knowledge of and clinical experience in the diagnosis and treatment of alcohol and drug disorders.

### 105.3 GENERAL RULES

- a) City employees will be subject to discipline, up to and including termination, if they report for work under the influence of alcohol or controlled substances; or if they use alcohol, or possess, buy or sell controlled substances during working hours (including lunch or break periods) or on City property or while on City business. City employees who are subject to callback must adhere to department policies addressing drug and alcohol use during times when they may be called in to work.
- b) Employees who are required by a licensed health care provider to take prescription medicine (either temporarily or on an ongoing basis) that may cause behaviors that affect their work performance or which would cause a direct threat to the health or safety of themselves or a co-worker, shall notify their immediate supervisor of the medication prescribed. Any documentation of this information will be maintained confidentially in the employee's medical file.
- c) All property belonging to the City is subject to inspection at any time without notice as there is not an expectation of privacy. Property includes, but is not limited to, vehicles, desks, containers, files, and storage lockers.
- d) City employees who have reason to believe another employee is illegally using alcohol, drugs, or narcotics shall report the facts and circumstances immediately to a supervisor and/or the Human Resources Manager.

- e) Employees must abide by the terms of this drug and alcohol policy. Employees must notify the City immediately if charged or convicted of any misdemeanor or felony drug or alcohol statute violation.
- f) Employees must cooperate in any investigation relating to conduct prohibited by this Policy. Failure to cooperate may result in discipline up to and including termination.
- g) An employee who refuses to submit to a drug or alcohol test or as a result of testing is found to have engaged in the use of controlled substances or having an alcohol concentration in the blood or breath of 0.04% or greater shall be removed from service and shall be disciplined, up to and including termination. Tampered tests shall be considered a refusal to test. An employee who is found to have switched or tampered with a test shall be disciplined.
- h) An employee who, as a result of testing just before, during, or just after performing safety sensitive functions, is found to have alcohol concentration of 0.02% and greater but less than 0.04% shall be removed from performing such duties for at least twenty-four (24) hours and placed on unpaid Administrative Leave.
- i) An employee must not consume alcohol four (4) hours prior to performing safety sensitive functions and up to eight (8) hours following an accident or until the employee undergoes a post-accident test, whichever occurs first.
- j) All employees are subject to testing for the use of drugs and alcohol post accident or whenever there is reasonable suspicion of drug or alcohol use. Department of Transportation regulations require that at a minimum, safety sensitive employees must be tested for the use of drugs and alcohol in three (3) situations, post accident, whenever there is reasonable suspicion, and random:
  - (i) Post Accident: As soon as practical, after accidents where there is a traffic fatality or the employee receives a citation under state or local law for a moving violation arising from the accident. If an alcohol test is not administered within two (2) hours following the accident, the City shall prepare and maintain a log stating the reasons for the delay. If the test is not administered within eight (8) hours following the accident, the City shall cease attempts to administer an alcohol test and prepare and maintain the same log.
  - (ii) Reasonable Suspicion: When a supervisor or Department Director observes behavior or appearance that is characteristic of alcohol or drug misuse.

- (iii) Random: On a random, unannounced basis just before, during or just after performance of safety sensitive functions. The safety sensitive employee shall be randomly selected from a pool of safety sensitive employees subject to testing. Testing dates and times shall be unannounced and be with unpredictable frequency but shall be reasonably spread throughout the year. The number of random alcohol tests conducted shall equal at least 25% of all the safety sensitive employees within the City or if a consortium is developed, then 25% of the consortium sample. The number of random drug tests conducted shall equal at least 50% of all the safety sensitive employees within the City or if a consortium is developed, then 50% of the consortium sample.

#### 105.4 VOLUNTARY ADMISSION BY AN EMPLOYEE

Employees are encouraged to voluntarily identify themselves as drug users or alcohol abusers and to obtain counseling and rehabilitation through the Employee Assistance Program available through the City or other program sanctioned by the City.

Employees who voluntarily identify themselves as having a drug or alcohol problem and obtain appropriate counseling and rehabilitation may be reinstated to their current position upon full release by the selected program according to federal and state laws. Public health and safety responsibilities of the position will be taken into consideration when making this determination.

Employees shall be subject to unannounced follow-up tests for up to sixty (60) months after the employee has returned to work. A minimum of six (6) tests will be conducted in the first twelve (12) months after a return to duty. If any subsequent test results are positive on any employee, the employee may be subject to termination.

#### 105.5 DRUG AND ALCOHOL TESTING PROCEDURES

A copy of the current procedures for drug and alcohol testing are included in the Appendix.

#### 105.6 CURRENT EMPLOYEES

- a) The City may require a current City employee to undergo a drug or alcohol test if there is reasonable suspicion that the employee is under the influence of drugs or alcohol during working hours. “Reasonable suspicion” means a belief based on specific facts and reasonable inferences drawn from those facts that an employee is under the influence of drugs or alcohol. Circumstances which constitute a basis for determining “reasonable suspicion” may include, but are not limited to:
  - (i) A pattern of abnormal or erratic behavior;
  - (ii) A work-related accident;



- h) Employees shall be subject to unannounced follow-up tests for up to sixty (60) months after the employee has returned to work. A minimum of six (6) tests will be conducted in the first twelve (12) months after return to duty. If any subsequent test results are positive on any employee, the employee may be terminated.
- i) Disciplinary action based on a violation of the City's Drug and Alcohol Policy is not precluded by the employee's participation in an Employee Assistance Program or other sanctioned program. The employee may be subject to disciplinary action up to and including termination. Factors to be considered in determining the appropriate disciplinary response include the employee's work history, length of employment, current job performance and existence of past disciplinary actions.

#### 105.7 COST COVERAGE FOR TREATMENT OF DRUG AND ALCOHOL TREATMENT

The City shall pay the laboratory cost of obtaining all drug and alcohol tests required or provided for in the Policy. In addition, the City shall compensate all employees for the time spent providing a breath sample or urine specimen, including travel time to and from the collection site, in order to comply with the random, reasonable suspicion, post-accident, or follow-up testing required by this Policy. In all situations where treatment is required, employees are eligible to receive normal benefits provided to employees of their type of position (full-time, regular part-time, part-time, or temporary). Employees are obligated to cover all portions of the treatment cost which are normally charged to the employee.

#### 105.8 APPEAL PROCEDURE

If an employee's positive test results have been confirmed and disciplinary action is taken the employee is entitled to follow the appeals process regarding the disciplinary action taken.

#### 105.9 CONFIDENTIALITY OF TEST RESULTS

All information from an employee's drug or alcohol test is confidential. All information related to the drug or alcohol test of an employee will be maintained in the employee's confidential medical file. Anyone disclosing drug test results, as prohibited by this Policy, will be subject to disciplinary action.

An employee is entitled, upon written request, to obtain copies of any records pertaining to the employee's use of alcohol or drugs, including any test records. Records shall also be made available when requested by the Secretary of Transportation, DOT agency, National Transportation Safety Board (NTSB), or and State or local officials with regulatory authority over safety sensitive employees. Test results may only be released to the City, the SAP or to the decision maker in a lawsuit, grievance or other proceeding initiated by or on behalf of the individual, and arising from the results of an alcohol

and/or controlled substance test administered under this Policy; from the employer's determination that the employee engaged in conduct prohibited by this Policy; or a request which is otherwise required by law to be released. Disclosure of test results to any other person, agency, or organization is prohibited unless written authorization is obtained from the employee.

Records shall be made available to a subsequent employer upon receipt of a written request from a previous or existing employee but such disclosure is expressly limited to the terms of the employee's request and the disclosure permitted by law. The City shall maintain the information regarding alcohol and drug tests on safety sensitive employees for a minimum period of two (2) years.

#### 105.10 TRAINING FOR SUPERVISORS

The City will provide initial and ongoing training to all supervisors of the City regarding enforcement of this Policy. At least one hour of training will be provided to supervisors on drug and/or alcohol misuse symptoms and indicators used in making determinations for reasonable suspicion testing. Every safety sensitive employee shall participate in a drug and alcohol training and education program for a minimum of one hour. The program shall include the distribution of information material and a classroom type instruction.

Attendance logs from the training sessions shall be maintained for at least two (2) years.

All questions regarding the Drug and Alcohol Policy and testing procedures may be directed to the Human Resources Manager.