

**PERSONNEL POLICIES AND GUIDELINES
CITY OF CLAY CENTER, KANSAS**

ARTICLE O. DRUGS AND ALCOHOL

O-1. Drug and Alcohol Policy. The City of Clay Center recognizes that substance abuse in the workplace is a very serious but treatable disease. The City also recognizes the significant threat that a drug-impaired Employee working in the transportation industry can pose to the safety of the worker, co-workers and the general public. In light of the Federal Highway Department of Transportation established regulations for drug and alcohol testing, the City has adopted an Anti-Drug Plan. Within the document (maintained separately from these personnel Policies and Guidelines) the procedures for conducting drug and alcohol testing and the circumstances for which the tests may be required are found.

The City of Clay Center is therefore committed to assure a drug-free work environment for its Employees. In addition, the City has established an Employee Assistance Program (EAP) to assure Employees requiring treatment and/or counseling for their substance abuse problem can receive such help.