

# CITY OF SAINT PAUL

OFFICE OF THE MAYOR

## EXECUTIVE ORDER

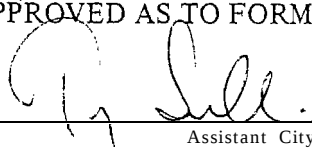
No: E-31  
Date: 4/19/89

### EXECUTIVE ORDER,

Pursuant to Chapter 3 of the Charter of the City of Saint Paul, the Mayor hereby directs the establishment of a Drug-Free Workplace Policy for the City of Saint Paul:

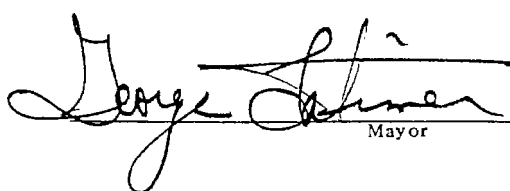
1. Employees are hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace. Employees who violate this prohibition shall be subject to disciplinary action including possible termination.
2. Training and Development shall offer a drug-free awareness program to inform employees about this policy including information about the dangers of drug abuse in the workplace, the City's policy of maintaining a drug-free workplace, the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace, and the availability of the Employee Assistance Resource for drug counseling and rehabilitation.
3. The City shall require that each employee to be engaged in the performance of a Federal grant shall be given a copy of this policy.
4. The City shall require that each employee to be engaged in the performance of a Federal grant shall, as a condition of employment under the grant, abide by the terms of this policy and shall notify the City of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. Upon receiving such a notice or upon otherwise receiving actual notice of such a conviction, the City shall notify the appropriate Federal agency within ten days.
5. Within thirty days of receiving such notice, the City shall take one or both of the following actions. Discipline the employee or require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement, or other appropriate agency.
6. The City shall further make a good faith effort to continue to maintain a drug-free workplace through implementation of this policy.

APPROVED AS TO FORM

  
Assistant City Attorney

Date

4/14/89

  
Mayor

WHITE - CITY CLERK  
 PINK - FINANCE  
 CANARY - DEPARTMENT  
 BLUE - MAYOR

# CITY OF SAINT PAUL

## *Council Resolution*

Council  
 File NO. \_\_\_\_\_

Presented By \_\_\_\_\_

Referred To \_\_\_\_\_ Committee: Date \_\_\_\_\_

Out of Committee By \_\_\_\_\_ Date \_\_\_\_\_

WHEREAS beginning March 18, 1989, all recipients of Federal grants - including cities - will be mandated to promote a drug-free workplace as a precondition to receiving any contract or grant from a Federal agency; and

WHEREAS cities that receive block grants or entitlement grants must receive drug-free certification before receiving Federal funds; and

THEREFORE BE IT RESOLVED, to fulfill drug-free workplace certification requirements, the City of Saint Paul hereby agrees to provide a drug-free workplace by:

- A. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- B. Establishing a drug-free awareness program to inform employees about-
  1. The dangers of drug abuse in the workplace;
  2. The City's policy of maintaining a drug-free workplace;
  3. Any available drug counseling, rehabilitation, and employee assistance resource; and
  4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- C. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph A.;
- D. Notifying the employee in the statement required by paragraph A.; that, as a condition of employment under the grant the employee will-

### COUNCIL MEMBERS

Yeas

Nays

Dimond  
 Long  
 Goswitz  
 Rettman  
 Scheibel  
 Sonnen  
 Wilson

\_\_\_\_\_ In Favor

\_\_\_\_\_ Against

Adopted by Council: Date \_\_\_\_\_

Certified Passed by Council Secretary

By \_\_\_\_\_

Requested by Department of:

\_\_\_\_\_

By \_\_\_\_\_

Form Approved by City Attorney

By \_\_\_\_\_

Approved by Mayor for Submission to Council

WHITE - CITY CLERK  
PINK - FINANCE  
CANARY - DEPARTMENT  
BLUE - MAYOR

CITY OF SAINT PAUL  
*Council Resolution*

Council  
File NO. \_\_\_\_\_

Presented By \_\_\_\_\_

Referred To \_\_\_\_\_ Committee: \_\_\_\_\_ Date \_\_\_\_\_

Out of Committee By \_\_\_\_\_ Date \_\_\_\_\_

-2-

1. Abide by the terms of the statement; and
  2. Notify the City of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;
- E. Notifying the agency within ten days after receiving notice under subparagraph D.2., from an employee or otherwise receiving actual notice of such conviction;
- F. Taking one of the following actions, within 30 days of receiving notice under subparagraph D.2., with respect to any employee who is so convicted-
1. Taking appropriate personnel action against such an employee, up to and including termination; or
  2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- G. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs A., B., C., D., E. and F.

COUNCIL MEMBERS

| Yeas |          | Nays           |
|------|----------|----------------|
|      | Dimond   |                |
|      | Long     |                |
|      | Goswitz  | _____ In Favor |
|      | Rettman  |                |
|      | Scheibel | _____ Against  |
|      | Sonnen   |                |
|      | Wilson   |                |

Adopted by Council: \_\_\_\_\_ Date \_\_\_\_\_

Certified Passed by Council Secretary

By \_\_\_\_\_

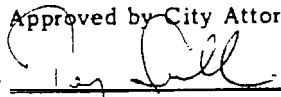
Approved by Mayor: \_\_\_\_\_ Date \_\_\_\_\_

Requested by Department of:

OFFICE OF PERSONNEL AND LABOR RELATIONS

By \_\_\_\_\_

Form Approved by City Attorney

By  \_\_\_\_\_

Approved by Mayor for Submission to Council