




CITY OF MILPITAS

Revision	Date
Original	11/8/1990
1	09/21/2021

CITY ADMINISTRATIVE POLICY

Policy No: 2.4.1	DRUG AND ALOHOL TESTING	Effective Date: 9/21/2021
Revision No: 1	Policy Administrator: Human Resources	Next Review Due: 9/21/2023
Related Policies and Procedures: DOT Drug and Alcohol Policy – Replaces SOP 16-11	Approved by: Steve McHarris, City Manager 	Date Approved: 9/21/2021

1. PURPOSE

- 1.1. The purpose of this policy is to ensure that the City of Milpitas maintains a workplace that is free of drugs and alcohol, and to discourage drug and alcohol abuse by its employees. This policy is applicable to all City employees. City employees who perform various safety-sensitive functions or duties may also be subject to additional requirements, such as random drug and alcohol testing.

2. POLICY

- 2.1. Employee involvement with drugs and alcohol can affect employee safety and take its toll on job performance. The City's expectation is that employees are in a condition to perform their duties safely and efficiently, in the interests of their fellow workers and the public, as well as themselves. The presence and influence of these substances on employees during working hours are inconsistent with this objective.
- 2.2. It is the policy of the City to prohibit its employees from using, possessing, manufacturing or selling alcohol or illegal substances in connection with their employment as it constitutes a threat to the safe and efficient performance of an employee's duties.
- 2.3. At no time shall any employee be under the influence of alcohol or any illegal substance while on the job.
- 2.4. Supervisors should not attempt to diagnose an alcohol or drug problem in subordinates. Supervisors are to base all corrective actions on failure to adhere to City Policy or standards, unsatisfactory or deteriorating job performance or attendance, regardless of cause. However, all supervisors should be aware that the Employee Assistance Program (EAP) is available for substance abusers on a voluntary self-referral basis and should make this information available to all subordinates.
- 2.5. Any employee who feels they may have a problem with alcohol or substance abuse is encouraged to seek confidential assistance from the appropriate EAP or Stress Reduction Program, benefits through their medical provider and/or to take advantage of City health and medical leave benefits if necessary. The individual's rights to privacy and confidentiality shall be recognized, and no employee will suffer employment-related repercussions for seeking medical or counseling services.



CITY OF MILPITAS

Revision	Date
Original	11/8/1990
1	09/21/2021

DRUG AND ALCOHOL TESTING POLICY / POLICY # 2.4.1

- 2.6. Consumption Prior to Reporting to Duty: No employee shall report to duty under the influence of alcohol, illegal substances, or legally prescribed medication which impairs the employee's ability to perform their job, to any extent. If any presence of such is suspected, the employee's supervisor shall follow the procedures outlined in Section 4 of this policy.
- 2.7. Emergency Call-Back: If an employee is called to emergency duty and is under the influence of alcohol and/or drugs, he or she shall so advise and estimate when he or she will be available for duty. No employee is expected or permitted to respond for emergency call-back duty when he or she has been consuming alcoholic beverages and/or drugs that may impair job performance.
- 2.8. Medication(s): While use of validly prescribed medications does not violate this policy per se, failure by an employee to notify their supervisor, before beginning work, when taking medications which could foreseeably interfere with the safe and effective performance of duties, or the operation of City equipment, will be considered a violation of this policy. Specific identification of such medication (or the underlying condition for which it is prescribed) is not required; rather, the employee must simply notify the supervisor that the employee is taking prescription medication that may impair the employee's performance. If there is a question regarding an employee's ability to safely and effectively perform assigned duties while using such medications or drugs, clearance from a qualified physician (i.e. a fitness for duty evaluation) may be required.
- 2.9. Nothing in this policy is intended to diminish the City's commitment to employ and reasonably accommodate qualified disabled individuals, where required by applicable law.
- 2.10. Off-Duty Employees: Off duty employees may not wear their City uniform or insignia, or other clothing or badge that identifies them as a City employee, while consuming any intoxicating substance. Off-duty employees participating in voluntary social events sponsored directly or indirectly by the City shall not consume alcohol to the point of intoxication or observable impairment or influence.
- 2.11. It is not the intent of this policy to monitor an employee's off-duty drug or alcohol usage / impairment unless there is a nexus to their City employment.
- 2.12. Public Safety Employees: This policy is in addition to and does not supersede drug and alcohol regulations in the Milpitas Police and Fire Department Manuals.
- 2.13. Except for public safety employees performing a sanctioned police task, no employee shall have in their possession any illegal substance or alcohol while in an area not jointly or fully controlled by the City while on duty.
- 2.14. Responsibilities
 - 2.14.1. Department Heads are responsible for implementation and oversight of this Policy.
 - 2.14.2. Managers and supervisors are responsible for reasonable enforcement of this Policy.
 - 2.14.2.1.1. Managers and supervisors who have been trained to make such observations and conclusions may require that an employee submit to a drug and/or alcohol test when a reasonable suspicion exists that an employee is under the influence of, or impaired by, alcohol and/or drugs while on the job or on stand-by. This should only occur when management has made observations and can specifically articulate and document such observations that an employee is suspected to be under the influence of, or impaired by, alcohol or drugs. Observations can be made prior to, during or just after an employee is performing



CITY OF MILPITAS

Revision	Date
Original	11/8/1990
1	09/21/2021

DRUG AND ALCOHOL TESTING POLICY / POLICY # 2.4.1

his/her job functions. Observations should be recorded on the “Reasonable Suspicion Observation Checklist” (**Attachment A**).

- 2.14.2.1.2. A manager or supervisor who sends an employee for testing because of reasonable suspicion shall arrange for transportation to the testing location or for the testing to occur at work. Under no circumstances shall an employee under reasonable suspicion be allowed to drive to the testing location. At the conclusion of the drug and alcohol test, management shall arrange for the employee’s transportation home.
- 2.14.2.1.3. A manager or supervisor encountering an employee who refuses a request to submit to a drug and/or alcohol test shall remind the employee of the requirements and disciplinary consequences of this policy. Where there is reasonable suspicion that the employee is under the influence of alcohol or drugs, and the employee refuses an request to submit to a drug and/or alcohol test, the manager or supervisor shall document the refusal and shall arrange for the employee to be safely transported home.
- 2.14.2.1.4. No employee shall have in their possession any illegal substance or alcohol in an area not jointly or fully controlled by the City while on duty, unless required to do so as part of their job associated with undercover police activities.
- 2.14.3. An employee must not report to work or be subject to duty or standby while his or her ability to perform job duties is impaired due to on or off duty alcohol or drug use. Employees will not possess or use alcohol or impairing drugs, including illegal substances, during working hours or while subject to duty, on breaks, during meal periods or at any time while on City property. Public safety personnel performing a sanctioned police task are excluded from this requirement. Further, the City will make reasonable accommodations for employees with disabilities who need to take prescription medication. Employees in need of such accommodation should follow the process outlined in the Disability Accommodation policy.
- 2.14.3.1.1. Employees must submit immediately to an alcohol and/or drug test when requested by a manager or supervisor when the manager or supervisor has determined there is reasonable suspicion that the employee is under the influence of, or is impaired by, alcohol or drugs.
- 2.14.3.1.2. Employees must notify their supervisor, before beginning work, when taking any medications, prescription or non-prescription, which could foreseeably interfere with the safe and effective performance of duties or operation of City equipment. Employees are not required to disclose medication, treatment, or medical condition.
- 2.14.3.1.3. Violation of this policy will lead to disciplinary action, up to and including termination from employment.

3. DEFINITIONS

- 3.1. The following definitions are provided solely as a guide to assist in the application of this policy. Further detail is set forth in the Federal Drug-Free Workplace Act of 1988, and the California Drug-Free Workplace Act of 1990. The following definitions may be subject to change.
 - 3.1.1. Alcohol – The intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols, including methyl or isopropyl alcohol.



CITY OF MILPITAS

Revision	Date
Original	11/8/1990
1	09/21/2021

DRUG AND ALCOHOL TESTING POLICY / POLICY # 2.4.1

- 3.1.2. Candidate – Persons being considered for a position, both internal or external, including new applicants and applicants for promotion, demotion or transfer.
- 3.1.3. Collector/Collection facility – Persons and facilities meeting the requirements of applicable rules, laws, and/or regulations for the collection of urine samples for drug testing. Facilities can be either brick and mortar or mobile.
- 3.1.4. Designated Employee Representative (DER) – Person designated by the employer to receive test results and other communication regarding the testing process. The DER is authorized to take immediate action regarding further testing and evaluation processes.
- 3.1.5. Diluted specimen – a urine sample that has a higher than average water content.
- 3.1.6. Drugs – The drugs for which tests are required under this policy. This includes but is not limited to: marijuana (with or without a prescription), cocaine, amphetamines, phencyclidine (PCP), opiates, all derivatives of these drugs as described in DOT guidelines. Should the DOT add to this list of mandated drugs for testing, the additional drug(s) shall be included in the list of tested drugs following thirty (30) days' written notice to affected employees.
- 3.1.7. Employee – Any person employed by the City in a full-time, part-time, temporary, or probationary status.
- 3.1.8. Illegal substances – Means any drug which (a) is defined as illegal under state or federal law, or (b) is legally obtainable but has not been legally obtained, or (c) has been legally obtained but is being sold or distributed unlawfully. The term includes prescribed drugs not legally obtained and prescribed drugs not being used for the prescribed purposes. The term "illegal substance" also includes marijuana, as it is considered an illegal substance under federal law. Even though California law may have legalized the usage/possession of marijuana, it is still prohibited by federal law and by this City policy.
- 3.1.9. Impair or impairment – Shall be considered use by an employee of alcohol and/or all substances, drugs, or medication, legal or illegal, which impair or limits an employee's ability, physically and/or mentally to perform the functions and duties of his or her position.
- 3.1.10. Last Chance Agreement (LCA) – An agreement between the City and the employee delineating the requirements for the employee to remain employed.
- 3.1.11. Legal Drug – any drug, including any prescription drug or over-the-counter drug, that has been legally obtained and that is not unlawfully sold or distributed.
- 3.1.12. Medical Review Officer (MRO) – A person who is a licensed physician and who is responsible for receiving and reviewing laboratory results generated by an employer's drug testing program and evaluating medical explanations for drug test results.
- 3.1.13. Observable Impairment or Influence – Recognizable signs or symptoms that are perceptible through visual, hearing, or smell, associated with reasonable suspicion.
- 3.1.14. Reasonable Suspicion – A belief based on objective facts sufficient to lead the employer to suspect that an employee is under the influence of drugs and/or alcohol in the workplace or in connection to the workplace. Reasonable suspicion is based on observable phenomena, such as direct observation of drug or alcohol use or possession and/or the physical symptoms of being under the influence of a drug or alcohol, such as slurred speech, impaired vision, odor, and an unsteady gait; a pattern of abnormal conduct or erratic behavior; arrest or conviction for a drug-related offense, or the identification of a



CITY OF MILPITAS

Revision	Date
Original	11/8/1990
1	09/21/2021

DRUG AND ALCOHOL TESTING POLICY / POLICY # 2.4.1

member as the focus of a criminal investigation into illegal drug possession, use, trafficking and/or distribution; information about the use of illegal drugs, the abuse of legal drugs or on-duty use of alcohol provided by a reliable and credible source; or, newly discovered evidence that the member tampered with a previous drug or alcohol test.

- 3.1.15. Substance Abuse Professional – A person who evaluates employees who have tested positive on a drug or alcohol test and makes recommendations concerning education, treatment, follow-up testing and aftercare.

4. PROCEDURE

- 4.1. This procedure provides guidance on the application of the above policy.

4.2. Testing

- 4.2.1. Tests that will be conducted as part of this Policy are Pre-Employment, Reasonable Suspicion, and Post Accident testing. All testing will be completed only at a City approved collection/testing location.

4.2.1.1 Pre-Employment

After conditional offers of employment have been made, and all required pre-employment conditions have been met, all prospective employees for City employment in safety-sensitive job classifications which may pose a greater danger to the public and/or who may operate dangerous instrumentalities will be required to have a Urine Drug Test. Prospective employees with a positive drug test not cleared through the MRO and Verification process below will not be hired. Prospective employees who refuse to undergo a Urine Drug Test or who engage in any conduct that obstructs or impairs the testing process will not be hired. The Director of Human Resources shall have the authority to modify, amend, supplement, add or remove job classifications or series within a classification from the testing protocol as necessary to meet the personnel needs of the City, with appropriate notification to an affected employee exclusive representative, and as to conform to legal and/or regulatory changes which may occur from time to time.

4.2.1.2 Reasonable Suspicion Testing

All City employees covered under this Policy will be required to undergo testing if a director, manager or supervisor who has been trained under this policy, makes observations and documents such observations that an employee is reasonably suspected to be under the influence or impaired by alcohol or drugs, directs such testing.

Employees requiring testing under Reasonable Suspicion will be required to have both a Urine Drug Test and a Breath Alcohol Test.

When an employee is tested under Reasonable Suspicion, the manager or supervisor must arrange transportation of the employee to the Collection/Testing Location or, shall arrange for testing to occur at the work location, if applicable.



CITY OF MILPITAS

Revision	Date
Original	11/8/1990
1	09/21/2021

DRUG AND ALCOHOL TESTING POLICY / POLICY # 2.4.1

After testing, the manager or supervisor must arrange transportation of the employee to the employee's home.

Refusal to undergo Reasonable Suspicion Testing will be considered a positive test and will result in disciplinary measures, up to and including termination.

A manager or supervisor shall notify their Department Head or designee when they have reasonable suspicion to believe that an employee, while on duty, may have alcohol or illegal drugs in his or her possession in an area not jointly or fully controlled by the City. If the Department Head or designee concurs that there is a reasonable suspicion of illegal drug possession, the Department Head shall notify the appropriate law enforcement agency.

4.2.1.3 Post-Accident "Reasonable Suspicion" Testing

Employees covered under this policy will be required to undergo testing following an accident while driving on City business under the following circumstances:

- if the accident involves a fatality;
- if one or more vehicles must be towed from the scene of the accident; or,
- if one or more persons are transported away from the scene of the accident by ambulance.
- if the accident causes in excess of \$1,000 in estimated property damage to City property or the property of third parties (alone or in combination).
- if there are any contemporaneous, observable indications that drugs or alcohol may have contributed to the accident.

Employees sent for testing under Post Accident Testing will be required to have both a Urine Drug Test and a Breath Alcohol Test. Alcohol testing should be completed within 8 hours following a covered accident. Urine Drug Testing should be completed within 32 hours following a covered accident.

The employee's supervisor or manager will be required to ensure that the employee is tested by arranging for the transportation of the employee to the Collection/Testing Location or arranging testing at the worksite, if applicable. After any post-accident testing, the employee will remain off work with pay until the test results are confirmed.

Refusal to undergo Post-Accident Testing will be considered a positive test and will result in termination.

4.3 Testing for Detection of Alcohol and Drugs

4.3.1 Testing for Detection of Alcohol and Drugs referred to in this policy will be performed in accordance with the "Procedures for Transportation Workplace Drug and Alcohol Testing" as outlined in 49 CFR Part 40 et. seq. and Part 382 et. seq.



CITY OF MILPITAS

Revision	Date
Original	11/8/1990
1	09/21/2021

DRUG AND ALCOHOL TESTING POLICY / POLICY # 2.4.1

4.3.1.1 Testing for alcohol will be performed at designated collection/testing locations through the use of an evidential breath testing (EBT) device approved by the National Highway Traffic Safety Administration. Non-EBT devices may be used for initial screening tests, but only testing results from an EBT device will be used for purposes of implementation of consequences and employee discipline, up to and including termination, as defined in these procedures. A screening test will be conducted first. If the result is a blood alcohol concentration (BAC) level of less than 0.02%, the test is considered a negative test. If the BAC level is 0.02% or greater, a confirmation test will be conducted.

4.3.1.2 Testing for Drugs

Testing for drugs will be performed through the use of urine testing. All tests for City employees will be completed at designated collection/testing locations. Designated collection/testing locations shall meet Criteria for Collectors and Collection Sites established under Department of Transportation (DOT) Regulations.

A Chain of Custody Form will be used to document any urine collection. Urine specimens for drug testing will be sent to laboratories that are certified for urine drug testing by the Federal Department of Health and Human Services.

The urine specimen will be split into two containers labeled "primary" and "split" specimen. Both containers will be sent to the lab for urinalysis.

The urine sample will be tested for the following: metabolites of marijuana, cocaine, opiates, amphetamines, and phencyclidine. Specimen validity tests will also be completed on all urine specimens. Validity tests include creatinine, specific gravity, PH and interfering substances/adulterants.

If the initial screening test is positive for one or more of the above drugs, a confirmation test will be performed using gas chromatography/mass spectrometry analysis.

4.3.1.3 Medical Review Officer (MRO) and Verification Process

4.3.1.3.1 All positive urine drug test results will be reviewed, interpreted and confirmed by a physician designated as the MRO before they are reported to the employee and the City. The MRO will be designated by the City and must meet qualifications established under DOT Regulations.

In the case of a positive test, the MRO will first contact the employee to determine if there is an alternative medical explanation for the positive test result. The MRO or designated staff must make reasonable efforts to reach the employee at the day and evening telephone numbers listed on the Chain of Custody Form. Reasonable efforts include as a minimum, three attempts spaced



CITY OF MILPITAS

Revision	Date
Original	11/8/1990
1	09/21/2021

DRUG AND ALCOHOL TESTING POLICY / POLICY # 2.4.1

reasonably over a 24-hour period. If the MRO cannot reach the employee directly after these efforts, the MRO must contact the Designated Employee Representative (DER) and direct the DER to inform the employee to contact the MRO.

If documentation is provided and the MRO determines that there was a legitimate medical use for the prohibited drug, the test result will be reported to the City as a negative to the extent authorized by the law.

If the urinalysis of the primary specimen tests positive for the presence of drugs, the employee has 72 hours to request in writing to the MRO that the split specimen be tested by a different certified laboratory.

4.3.2 Sending Employees for Testing

- 4.3.2.1 Properly trained supervisors or managers must complete the Drug and Alcohol Testing Authorization, including the employee information section, and present it at the collection/testing location. Appropriate boxes must be checked demonstrating the reasonable suspicion basis.
- 4.3.2.2 Supervisors or managers must notify Human Resources at 408-586-3090 immediately when an employee is being sent for reasonable suspicion or post-accident testing.

Results of all urine drug tests and breath alcohol tests will be sent to Human Resources. The Human Resources Director or designee will notify the employee's supervisor or manager of the results. Results of breath alcohol tests are known immediately after the tests are administered. Results of urine drug tests are typically available in 5-7 working days.

4.4 Positive Test Results/Refusal to Test/Obstructing or Impairing Test

- 4.4.1 Any candidate for employment who tests positive on a pre-employment urine drug testing and is not cleared through the MRO and Verification process, will not be hired. The hiring authority will notify a prospective employee regarding positive test results. Candidates who refuse the pre-employment test or attempt to obstruct or impair the test will not be hired. Employees who are moving into a position which requires a pre-employment alcohol and drug examination who test positive, may be subject to disciplinary action for a positive or diluted test.
- 4.4.2 Employees covered by this policy may not refuse to undergo pre-employment, post-accident, reasonable suspicion, return to work or follow-up testing as outlined in this policy. Employees who refuse to undergo any of the required testing or who engage in any conduct that obstructs or impairs the testing process will be deemed to be in violation of this policy and will be subject to discipline up to and including termination.
- 4.4.3 Tests results that are returned dilute positive will be considered positive. Test results that are returned as dilute negative will require an immediate second test.



CITY OF MILPITAS

Revision	Date
Original	11/8/1990
1	09/21/2021

DRUG AND ALCOHOL TESTING POLICY / POLICY # 2.4.1

- 4.4.4 The Director of Human Resources or designee will send a written notification of the positive test to the employee.
- 4.4.5 Employees who test positive for drugs or who have BAC level of 0.02% or greater, will be referred for evaluation to a Substance Abuse Professional (SAP) to determine what assistance the employee needs to resolve the alcohol misuse and/or drug use. The SAP will be an independent third party designated and paid for by the City. The employee will be responsible for all costs associated with actual treatment and program participation.
- 4.4.6 Employees covered by this policy will not be authorized to use vacation, sick, administrative leave or compensatory time off without notification from a physician or SAP providing treatment related to substance and/or alcohol use. If the employee is under the treatment of a physician or a substance abuse professional for substance and/or alcohol use and provides appropriate medical authorization for the use of leave, the employee may be entitled to leave and benefits under the Family and Medical Leave Act (FMLA) and/or the Americans with Disabilities Act (ADA). Criteria for eligibility under FMLA are outlined in the City's FMLA Policy. Employees may also elect to use benefits through the City's Employee Assistance Program (EAP). An employee who is temporarily disabled due to a controlled substance and/or alcohol abuse condition may also be entitled to benefits through the City's Short-Term Disability (STD) plan or other disability benefit plan(s) provided through an employee organization.
- 4.4.7 An employee who tested positive may be given the opportunity to resume his/her job duties at the discretion of the department head and only when specific conditions/requirements have been met. In order to resume his/her job duties, and employee, who has tested positive, will be required to undergo a return to work test for alcohol, drugs, or both, depending on the initial positive test. If a breath alcohol test is completed, the test result must indicate a BAC level of less than 0.02%. If a urine drug test is completed, the results must be verified negative. Before returning to work, an employee who has tested positive may also be required to:
1. Provide documentation of an evaluation by a Substance Abuse Professional (SAP) and agree to participate in some form of treatment.
 2. Execute a Last Chance Agreement (LCA).
 3. Be subject to at least six (6) random follow-up tests within the first twelve (12) months after returning to work. The follow-up tests would be for alcohol, drugs, or both, depending on the initial positive test.

Follow up testing may continue beyond the initial twelve (12) month period or may be terminated upon the determination by the SAP that follow-up testing is no longer necessary.

- 4.4.8 In lieu of terminating an employee's employment for violation of this policy, the City may enter into a Last Chance Agreement (LCA) at the recommendation of the Director of Human Resources upon the concurrence of the Department Head and the City Manager. Once approved, the LCA will be executed after the employee has been evaluated by a SAP, and it has been determined that the employee must participate in some form of treatment. A LCA will only be available to an employee who participates



CITY OF MILPITAS

Revision	Date
Original	11/8/1990
1	09/21/2021

DRUG AND ALCOHOL TESTING POLICY / POLICY # 2.4.1

and cooperates with the SAP and who has not had a previous positive test for alcohol and/or drugs within the last 5 years. The City Attorney's Office and Human Resources will prepare the LCA document.

Once an employee successfully completes the terms and conditions of the LCA, the document shall remain in the employee's personnel file.



CITY OF MILPITAS

Revision	Date
Original	11/8/1990
1	09/21/2021

DRUG AND ALCOHOL TESTING POLICY / POLICY # 2.4.1

ATTACHMENT A

REASONABLE SUSPICION OBSERVATION CHECKLIST

This form must be completed by director, manager or supervisor whenever an employee is requested to submit to reasonable suspicion drug and alcohol testing. Please attach additional documents as necessary. A witness is preferred, but not necessary.

Employee Name: Click or tap here to enter text.

Department/work location: Click or tap here to enter text.

OBSERVATIONS

Date of Observation: Click or tap to enter a date. Location: Click or tap here to enter text.

Time of Observation: From: _____ am/pm To: _____ am/pm

A. PERSONAL BEHAVIOR (Check all that apply.)

1. Speech:
☐ Normal ☐ Incoherent/Confused
☐ Angry ☐ Slurred
☐ Whispering ☐ Silent
2. BALANCE:
☐ Normal ☐ Swaying
☐ Staggering ☐ Falling
3. WALKING:
☐ Normal ☐ Stumbling
☐ Swaying ☐ Falling
4. AWARENESS:
☐ Normal ☐ Confused
☐ Sleepy/Stupor ☐ Paranoid
☐ Lack of Coordination ☐ Excessive Yawning or Fatigue
☐ Slow Movements ☐ Cannot Control Machinery/Equipment
5. APPEARANCE:
☐ Red Eyes ☐ Unusual Pupil Size (large/small)
☐ Weight Loss/Malnutrition ☐ Dry Mouth
☐ Unkempt Appearance ☐ Flushed/Pale Face
☐ Smell of Alcohol ☐ Frequent Sniffing
☐ Sunglasses at Inappropriate Times
6. Other observed actions or behavior (attach additional sheets if necessary):



CITY OF MILPITAS

Revision	Date
Original	11/8/1990
1	09/21/2021

DRUG AND ALCOHOL TESTING POLICY / POLICY # 2.4.1

B. JOB PERFORMANCE (Check all that apply)

1. GENERAL (Note number in last 3 months)	Occurrences	No. of Days
---	-------------	-------------

- | | | |
|---|----------------------|----------------------|
| <input type="checkbox"/> Excessive absence | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> Excessive unplanned absences | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> Frequent absence before/after days off | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> Frequent unexplained disappearances | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> Long breaks or lunches | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> Frequently leaves work early | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> Frequently late to work | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> Experiences or causes job accidents | <input type="text"/> | <input type="text"/> |
| Increased concern about safety offenses (specify): <input type="text"/> | | |

2. Quality and Quantity of Work

- ☐ Clear refusal to do assigned work
- ☐ Mistakes due to poor judgment
- ☐ Mistakes due to inattention
- ☐ Repeated mistakes in spite of increased guidance and supervision
- ☐ More than usual supervision necessary
- ☐ Reduced quantity of work/Takes longer to complete work
- ☐ Inconsistent quantity or quality of work
- ☐ Missed deadlines/Excessive procrastination
- ☐ Difficulty in handling complex work assignments
- ☐ Lack of concentration on-the-job
- ☐ Waste of materials/Damage to Company equipment or property
- ☐ Near miss of serious accidents
- ☐ Takes risks that can physically harm co-workers or the public
- ☐ Frequent, unsupported explanations for poor work performance
- ☐ Noticeable change in written and/or verbal communication
- ☐ Complaints from customers about work performance
- ☐ Other (specify)

3. Work Relationships/Personal Behavior

- ☐ Change in relations with others
- ☐ Frequent or intense arguments
- ☐ Verbal abusiveness
- ☐ Physical abusiveness
- ☐ Withdrawn, less involved with people
- ☐ Expressions of discontent or frustration
- ☐ Complaints by co-workers or subordinates
- ☐ Unusual sensitivity to advice or critique
- ☐ Unpredictable response to supervision
- ☐ Wide mood swings
- ☐ Major change in personality
- ☐ Increasingly talkative
- ☐ Memory problems/losses
- ☐ Increasingly irritable or tearful
- ☐ Changes in/unusual personal appearance
- ☐ Other:



CITY OF MILPITAS

Revision	Date
Original	11/8/1990
1	09/21/2021

DRUG AND ALCOHOL TESTING POLICY / POLICY # 2.4.1

4. Other information/observations (be specific):

C. POST-ACCIDENT (Complete if applicable)

Specify the reasonable suspicion which indicates that alcohol or drug usage may have been a factor in the accident.

Above conduct and behavior witnessed by:

Name and Title

Phone

Signature

Date

Name and Title of Witness (if any)

Phone

Signature of Witness

Date