



City of Waukesha HR Policy

G7 Drug and Alcohol-Free Workplace

I. Purpose

~~WHEREAS, The City of Waukesha receives capital and operating grants from the Urban Mass Transportation Administration (UMTA) and the Department of Housing and Urban Development (HUD), various Federal agencies and~~ **WHEREAS, The City receives these grants and must comply with the Drug-Free Workplace Act of 1988. Therefore, it is expected that all employees will assist in maintaining a work environment free from the effects of drugs, alcohol, or other intoxicating substances.**

II. Summary

Compliance with this policy is a condition of receiving and maintaining Federal grants. As such, the City will notify all employees upon hire and will periodically remind employees that they must abide by the terms of the Act as a condition of employment. Further, employees must notify the Human Resources Director or their designee of any criminal drug statute conviction for a violation occurring in the workplace no later than five calendar days after such conviction. A conviction includes any finding of guilt, a plea of "no contest," imposition of a fine, jail sentence or other penalty. ~~violations must be reported to the Human Resources Director or his designee at Waukesha City Hall.~~

III. Responsibilities and Reporting

- A. Departments shall provide a copy of this policy to each employee who will be engaged in the performance of any Federal award.** ~~The City will remind its Employees will be reminded that using an illegal drug, controlled substance, or unlawfully manufacturing, distributing, dispensing, possessing, unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the workplace is strictly prohibited and will result in strong disciplinary action up to and including termination.~~
- B. The City will notify UMTA or HUD the appropriate Federal awarding agency within ten days of receiving notice that an employee engaged in the performance of work on a Federal award project has been convicted of a drug statute violation occurring in the workplace. The notice must be in writing and shall include:**
1. The employee's position title;
 2. The Federal award identification number(s) involved; and
 3. Notification to each Federal agency on whose award the employee was working, unless otherwise directed by the agency.
- C. Within thirty (30) calendar days of learning of an employee's workplace drug conviction, the City will take appropriate personnel action against such employee, up to and including termination; or by requiring such employee to participate satisfactorily in a substance abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.**

IV. Resources and Outcomes

- A. ~~That because Drug use can seriously jeopardize the health and safety of employees and the public. it is the policy of the City that a drug-free workplace will be maintained at all times. As part of the City's drug-free awareness program, employees who desire more information about the dangers of drug use, or who need counseling regarding potential drug use problems,~~**



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are encouraged to contact the ~~Waukesha County Council on Alcoholism and Other Drug Abuse~~ **Addiction Resource Council** at ~~Their twenty-four hour help line is 262-524-7921. For information or an appointment you can contact them at 524-7921.~~ **For information outside of regular business hours, they should call IMPACT 2-1-1 by dialing: 211 or toll free 1-866-211-3380. Employees can also search [Community Resources — ARC, Inc.](#) for community resources. Alternatively, employees may contact our confidential [employee assistance program \(EAP\) provider.](#)**

- B.** Alcoholics Anonymous and Narcotics Anonymous also have many meeting places within and around the City of Waukesha. ~~One such meeting place is Waukesha Memorial Hospital. Waukesha Memorial Hospital has an in-depth program for alcohol or other drug abuse. The Waukesha County Council on Alcoholism can refer to those resources.~~
- C.** **Reporting for work under the influence of illegal drugs, controlled substances or alcohol is prohibited.** Employees who violate the City's policy of maintaining a drug **and alcohol**-free workplace will subject themselves to strong disciplinary action up to and including termination in accordance with:
 - 1.** Applicable state and federal law;
 - 2.** City personnel policies;
 - 3.** Civil service rules; or
 - 4.** Any applicable collective bargaining agreements
- D.** Disciplinary action may be taken for drug-related crimes, regardless of whether they happened during working hours or on an employee's own time.

V. Additional Information

- A.** The City is required by the Act to make a good-faith effort to maintain a drug-free workplace by:
 - 1.** Publishing and enforcing this policy;
 - 2.** Establishing and maintaining a drug-free awareness program; and
 - 3.** Taking required actions with respect to employees convicted of violating drug statutes in the workplace

Passed by the council this **X** day of **MONTH**, 2026.

Mayor

ATTEST:

City Clerk