

CAVALIER COUNTY EMPLOYEE POLICY MANUAL

Signature Acknowledgement

The following policies were updated in the Cavalier County Personnel Policy Manual. Initial each amended policy acknowledging you have been given notice of these changes effective July 18, 2023. Once acknowledged, it will be placed in your personnel file.

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[CHANGE SECTION 517 HEADING]

517 DRUG POLICY

Effective: July 18, 2023

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[CHANGE SECTION 518 HEADING]

518 DRUG AND ALCOHOL TESTING

Effective: July 18, 2023

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[UNDER SECTION 518, CHANGE "DRUG TESTING" HEADING AND CHANGE ALL TEXT TO THE FOLLOWING]

DRUG TESTS

Testing will occur at various times for alcohol and on five groups of drugs: Amphetamines, Opiates, Phencyclidine, Cocaine, and Marijuana. The County will pay the cost of all drug and alcohol testing. The testing shall be administered by the County Auditor’s Office with random testing selections and pools managed by a contracted company.

Effective: July 18, 2023

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[UNDER SECTION 518, ADD THE FOLLOWING SECTION BELOW THE "DRUG TESTING" SECTION]

PERSONS SUBJECT TO TESTING

- 1. Employee Candidates - All successful candidates for employment will be required to participate in drug testing as a pre-qualification for employment.
2. Random Testing – The following employees shall be included in a pool for random testing: road maintenance operators, employees required to have a commercial driver’s licenses as a condition of employment, employees operating county-owned vehicles, employees of the sheriff’s office as determined by their department employment policy, and employees of the social services office as determined by their employment policy.
3. Reasonable Suspicion - A qualified supervisor may require a drug or alcohol test on the grounds of reasonable suspicion of intoxication or drug use. Such suspicion may

arise as a result of physical appearance, reduced motor skills, slurred speech or bodily odors. The County Auditor, or separate department head, may require that the employee be included in future Random Testing pools, or request the Cavalier County Sheriff's Office immediately administer drug testing (by Field Sobriety Test, Breath Test, or Urine Test). Following a reportable accident while on the job, an employee may be asked to undergo testing.

Effective: July 18, 2023

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[UNDER SECTION 519 - SECURITY AND INSPECTIONS, CHANGE FIRST PARAGRAPH TO THE FOLLOWING]

Cavalier County wishes to remain free of illegal drugs, alcohol, firearms, explosives, and other improper materials. The county prohibits any such materials for any purposes on its premises, except that unopened alcohol containers may be possessed for the purposes of gift-giving or transportation in personal vehicles. Any other waiver of these prohibitions shall only be by written authorization from the Cavalier County Commissioners.

Effective: July 18, 2023

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Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_