Stationary Engineers, Local 39
Substance Abuse Prevention Policy

Introduction

- Local 39 and the City have agreed upon a Substance Abuse Prevention Policy.
  - The policy seeks to:
    - Maintain a safe and healthy workforce;
    - Foster a work environment free from alcohol and prohibited drugs; and
    - Prevent accidents and injuries on the jobsite.
  - The policy states, “Employees are the most valuable resource to the City’s effective and efficient delivery of services, the parties have a mutual interest in creating a safe work environment for all City workers.”

Classifications Covered

ALL Local 39 Classes:

- 5148 Water Operations Analyst
- 5149 Superintendent of Water Treatment Facilities
- 7120 Buildings and Grounds Maintenance Superintendent
- 7203 Buildings and Grounds Maintenance Supervisor
- 7205 Chief Stationary Engineer
- 7223 Cable Machinery Supervisor
- 7245 Chief Stationary Engineer, Water Treatment Plant
- 7252 Chief Stationary Engineer, Sewage Plant
- 7262 Maintenance Planner
- 7286 Wire Rope Cable Maintenance Supervisor
- 7333 Apprentice Stationary Engineer
- 7334 Stationary Engineer 7335 Senior Stationary Engineer
- 7339 Apprentice Stationary Engineer, Water Treatment Plant
- 7341 Stationary Engineer, Water Treatment Plant
- 7343 Senior Stationary Engineer, Water Treatment Plant
- 7372 Stationary Engineer, Sewage Plant
- 7373 Senior Stationary Engineer, Sewage Plant
- 7375 Apprentice Stationary Engineer, Sewage Plant
- 7420 Bridgetender
- 7472 Wire Rope Cable Maintenance Mechanic
- 7473 Wire Rope Cable Maintenance Mechanic Trainee
- 9232 Airport Mechanical Maintenance Supervisor

MTA Employees covered under DOT's testing protocols are excluded from the Policy

Types of Testing

Type of Testing	***Pre-Employment***	***Reasonable Suspicion***	***Post-Accident***
Effective Date of Testing	February 15, 2012	July 1, 2012	July 1, 2012
Results of Failure	6 month restriction on hire.	1. Immediate removal from duty. 2. Disciplinary action according to type and frequency of occurrence.	1. Immediate removal from duty. 2. Disciplinary action according to type and frequency of occurrence.
Reasons to Test	Upon a conditional offer of employment.	When specific, reliable & objective facts create a good faith belief in a prudent person.	Accident producing: ■ Fatality ■ Injury requiring medical treatment ■ Disabling damage to vehicle ■ Damage to equipment >$500 ■ With reasonable suspicion

Drugs Tested

Types:	Thresholds:
Amphetamines	1000 ng/ml
Barbiturates	300 ng/ml
Benzodiazepines	300 ng/ml
Cocaine	300 ng/ml
Methadone	300 ng/ml
Opiates	2000 ng/ml
PCP	25 ng/ml
THC (Marijuana)	50 ng/ml
Alcohol	Blood Alcohol Level
Non-Commercial	0.08
Commercial	0.04

Training

- Training will be provided in two groups.
  - Management and Supervisory Training (to be completed by July 1, 2012):
    - Includes all L39 Classifications Senior Stationary Engineer and higher.
    - Also includes all employees tasked with supervising L39 employees ***up to and including the Deputy Director level.***
  - Line Staff Training (to be completed after July 1, 2012):
    - Includes all other L39 Classifications.

Joint City/Union Committee

- The committee will be established to “ensure the success” of the program.
  - Includes:
    - 2 members from the City
    - 2 members from the Union
    - Quarterly meetings (additional as-needed meetings are allowed)
  - The purpose of the Committee is to address:
    - Matters of Implementation
    - Other matters of mutual interest
  - The Director of Human Resources makes the final decision on any recommendations by the Committee.

Announcement Language

- Job Announcements for all L39 classifications must contain the following language.

  - **DRUG TESTING REQUIREMENT**: Applicants for positions in this classification, who are not currently employed by the City and County of San Francisco in a safety-sensitive position represented by Stationary Engineers Local 39, are required to pass pre-employment drug and alcohol testing. All employees in this classification may also be subject to drug and alcohol testing upon reasonable suspicion or after a work-related accident.

Offer Letter Language

- Conditional Offer Letters must be issued to all potential appointees, regardless of Civil Service Status (PCS, TCS, TPV, PEX, TEX)

- Offer Letters must contain the following conditional language:
  - “This offer is contingent upon your passing our mandatory pre-employment drug and alcohol testing. You may also be subject to drug and alcohol testing upon reasonable suspicion or after a work-related accident”

Pre-Employment Testing

- Applicants conditionally offered employment in a L39 class will contact the hiring department about testing.
- The department will schedule and send the applicant offered employment to test at either:
  - Concentra Medical Center-Mission Bay
    2 Connecticut Street (corner 16th Street)
    San Francisco, CA 94107
    OR
  - Concentra Medial Center
    26 California Street
    San Francisco, CA 94104
- Cost for testing by Concentra will be paid by the department.

Testing Results

- All test results will be reported to the hiring Department's Human Resources Designee (i.e., Department Personnel Officer).

- A "positive" result prior to employment will be reported to the hiring Department designee and DHR.

Pre-Employment Positives

- DHR will maintain a “No Hire List” to track applicants restricted from hire and the period of the restriction.

- Departments will check final candidates in all future hiring processes against the “No Hire List” as part of the pre-employment process.

The No Hire List

- Housed in JobAps as a unique list
- Recruitment # prefix will be “DRX”
- JobAps Disposition for restriction will be “DRX”
- Requirements
  - JobAps access
  - Strict confidentiality – Need to know basis
- Detailed instructions to be issued