

**11118. RESOLUTION NO. 16-23 A RESOLUTION BY THE DELAWARE RIVER AND BAY AUTHORITY TO REVISE THE AUTHORITY-WIDE ALCOHOL AND DRUG POLICY AND THE EMPLOYEE CLASSIFICATIONS SECTIONS OF THE PERSONNEL MANUAL**

WHEREAS, the Delaware River and Bay Authority (the “Authority”) Personnel Manual (the “manual”) was established in 1965 and last revised in March 2000, sets forth certain terms and conditions of employment and provides general descriptions and guidelines concerning the Authority’s personnel policies and practices; and

WHEREAS, a draft of the manual proposing significant revisions to the Authority’s Drug and Alcohol Policy to include pre-employment drug testing for all prospective employees and to include post-accident/incident testing and reasonable suspicion testing for all employees was presented to the Personnel Committee of the Authority’s Board of Commissioners on May 17, 2016, by the Executive Director and Chief Human Resources Officer, is intended to replace in its entirety the current **Section XVII Drug and Alcohol Policy** with the attached **Exhibit A**; and

WHEREAS, the Personnel Committee of the Authority’s Board of Commissioners recommends the acceptance of these revisions to **Section XVII Drug and Alcohol Policy** of the Personnel Manual; and

NOW, THEREFORE, BE IT RESOLVED that the Delaware River and Bay Authority hereby amends the Personnel Manual as approved by the Personnel Committee and incorporates without limitations the provisions as set forth below:

SECTION XVII: Alcohol and Drug Policy revisions to include:

- Changing policy title to Drug-free Workplace Policy;
- Add pre-employment drug testing for all prospective employees;
- Add post-accident/incident drug testing for all employees;
- Add reasonable suspicion drug testing for all employees; and
- Update language throughout policy to incorporate best practices in this field.

A motion to table Resolution 16-23 was made by Commissioner Murphy, seconded by Commissioner Carey, and approved by a roll call vote of 9-0.

## **Resolution 16-23 Executive Summary Sheet**

**Resolution:** Revise the Authority-wide Alcohol and Drug Policy and the Employee Classifications Sections of the Personnel Manual

**Committee:** Personnel Committee

**Committee Date:** June 21, 2016

**Board Date:** June 21, 2016

**Purpose of Resolution:**

To approve recommended revisions to the Personnel Manual (significant revisions summary attached) as presented by the Executive Director and Chief Human Resources Officer.

**Background for Resolution:**

The Authority's Personnel Manual has been in existence since 1965; this manual was last revised in March 2000.

The Personnel Manual provides general descriptions and guidelines concerning the Authority's personnel policies and practices. The provisions in the Personnel Manual are subject to change by the Authority at any time.

The Delaware River and Bay Authority has a vital interest in establishing and maintaining a safe, healthy work environment for its employees and the public it serves. It is the goal of the Authority to establish and maintain safety at all of our facilities, reduce the number of safety incidents to persons and property, as well as comply with applicable Federal and state laws and regulations governing drug and alcohol abuse programs. The Authority is recommending significant revisions to the current Alcohol and Drug Policy to implement best practices in the workplace.