## City Minneapolis Reasonable Suspicion Drug and Alcohol Testing Process Refer Employee to a Licensed Alcohol and Drug Counselor for evaluation. Administer Discipline Return the Employee to Work (If appropriate) Yes No Conduct Predetermination Meeting, First Violation of Policy or LOA? inform employee of results. **Positive Or Refusal to Test** No Action After Test Policy: Place employee Tests Results Received Conduct Drug/ (Note: A written post-test Does on paid investigatory Alcohol Test in Administer discipline (if leave until results are notification must be sent Employee accordance with appropriate) in Does Reasonable Consent to undergo -Yesto employee within three received. Policy and accordance with the Suspicion Exist? Drug & Alcohol LOA: Three options (3) days of receipt of Procedures or Policy or the LOA. results. This applies to all Testing? outlined in Section 8. LOA. B. 1, 2 & 3 of LOA) Test Results) Yes Negative Provide the employee No-Refusal to Test with a copy of the Drug & Alcohol Testing Policy or Letter of Inform Employee of Test Agreement (LOA) and Results and Return the Schedule and Conduct Preask them to sign the Employee to Work **Determination Meeting** City's Consent (Charge: Insubordination) Form. Administer Discipline

(If appropriate)

<sup>\*</sup>For represented employees it is *important* to check the labor agreement (LOA) for procedures that may differ/supersede what is outlined above. (Updated 4.2.13)