

**City of Minneapolis**  
**Pre-Employment Drug & Alcohol Testing Procedures**

**Governing Policy:** Pre-Employment Drug & Alcohol Testing

**Synopsis:** Establishes roles, responsibilities, and procedures for conducting pre-employment drug and alcohol tests on job applicants that have been given a conditional offer of employment for positions covered by the Pre-Employment Drug & Alcohol Testing policy.

**Procedure History: Department Approval:** August 12, 2008; **City Council Approval (Received & Filed):** August 22, 2008

**Last Revision Date:** February 13, 2023 (Clinic hours change)

**Links to Related Regulations:** [152.02, Minnesota Statutes](#); [181.951, Minnesota Statutes](#) ; [Drug-Free Workplace Act of 1988](#)

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## City of Minneapolis - Pre-Employment Drug & Alcohol Testing Procedures Roles and Responsibilities

Employees and job applicants for positions with the City of Minneapolis play important roles to ensure compliance with the Pre-Employment Drug & Alcohol Testing policy. City employees must perform the responsibilities as outlined below and in accordance with the procedures developed for this policy.

Role	Responsibility
Hiring Authority	<ol style="list-style-type: none"> <li>1. Understand and perform responsibilities as it pertains to the hiring of new employees including responsibilities pertaining to Pre-Employment Drug &amp; Alcohol Testing.</li> <li>2. Ensure that drug &amp; alcohol testing is completed prior to a person starting work.</li> <li>3. Ensure that individuals being considered for hire are given a written conditional job offer prior to a sample being collected by the designated clinic.</li> <li>4. Contact assigned department HRA immediately upon making a conditional job offer so that pre-employment drug and alcohol testing can be scheduled within 24 hours.</li> <li>5. Ensure that the designated clinic is paid for collection and testing related services.</li> </ol>
Human Resources Associate (HRA)  Human Resources Representative (HRR) is the secondary back-up	<ol style="list-style-type: none"> <li>1. Work with the hiring authority to ensure compliance with the City of Minneapolis Pre-Employment Drug &amp; Alcohol Testing policy and procedures.</li> <li>2. Ensure that drug &amp; alcohol testing is completed prior to a person starting work.</li> <li>3. Contact job applicants who have received a conditional job offer to schedule their test and ensure they have been given a copy of the Pre-employment Drug and Alcohol Testing Policy and have signed the Notification and Consent form.</li> <li>4. Inform the candidate that they have 24 hours to provide a specimen for testing.</li> <li>5. Complete and send Referral and Pre-Authorization form to the designated clinic and the City's Drug and Alcohol Testing Coordinator.</li> <li>6. Send Post Testing Notification of Rights letter to applicants upon receipt of test results.</li> <li>7. When disqualification occurs because of a positive test result, or when a valid sample with a certified result is not provided, notify the individual of the disqualification and withdraw the job offer via written notification.</li> <li>8. Update the applicant's status in NeoGov if disqualified.</li> </ol>
Human Resources Business Partner (HRBP)	<ol style="list-style-type: none"> <li>1. Oversee and manage the staffing related services being delivered to assigned customer departments.</li> <li>2. Respond to escalated questions from job applicants about the Pre-Employment Drug &amp; Alcohol Testing Policy, procedures, and test results.</li> <li>3. Ensure that conditional job offers of employment are withdrawn when appropriate and that Post Result Testing Notifications are sent to all job applicants tested.</li> <li>4. Provide advice and counsel to the hiring authority on the Pre-Employment Drug &amp; Alcohol Testing Policy and procedures.</li> </ol>
Drug and Alcohol Testing Coordinator (HR Staffing Specialist)	<ol style="list-style-type: none"> <li>1. Authorize pre-employment drug &amp; alcohol testing for new hires where required.</li> <li>2. Review pre-employment drug and alcohol test results from the lab and MRO.</li> <li>3. Notify the applicant and coordinate a second collection in the event the first sample is a non-valid sample with a certified result (negative dilute).</li> <li>4. Notify HRA when the final results of the pre-employment drug and alcohol test have been received and inform them of the job applicant's continued eligibility (or ineligibility) for the position.</li> <li>5. Ensure pre-employment drug and alcohol test results are kept confidential and secure.</li> </ol>
Chief Human Resources Officer	<ol style="list-style-type: none"> <li>1. Develop and maintain procedures for implementation and ongoing maintenance of the Pre-Employment Drug &amp; Alcohol Testing Policy.</li> <li>2. Ensure HR staff are carrying out their responsibilities.</li> <li>3. Ensure that the City is complying with applicable laws and regulations.</li> <li>4. Determine the appropriate means of communicating the Pre-Employment Drug &amp; Alcohol Testing Policy and procedures to all employees.</li> </ol>
Designated Clinics/Medical Review Officers	<ol style="list-style-type: none"> <li>1. Deliver sample collection and pre-employment drug and alcohol testing related services in accordance with applicable laws and as described in the contract between the designated clinic/Medical Review Officer (MRO) and the City.</li> <li>2. Follow applicable laws and regulations.</li> </ol>

## **PROCEDURES FOR CONDUCTING PRE-EMPLOYMENT DRUG & ALCOHOL TESTING FOR NEW HIRES**

The procedures outlined below determine the process for conducting pre-employment drug and alcohol testing for positions covered by the City of Minneapolis Pre-Employment Drug & Alcohol Testing Policy under the jurisdiction of the Mayor and City Council. Pre-employment drug and alcohol testing will be conducted for job applicants who have received a conditional job offer for positions covered by this policy.

### **I. WHO IS SUBJECT TO PRE-EMPLOYMENT DRUG & ALCOHOL TESTING**

Pre-employment drug and alcohol testing is required for all job applicants who receive conditional job offers for certain positions under the Mayor and City Council. Job applicant means a person, independent contractor, or person working for an independent contractor who applies to become an Employee of the Employer and includes a person who has received a job offer contingent on the person passing drug and alcohol testing. Job Applicant also includes, but is not limited to, an individual who applies for a temporary position, including a permit position. A job applicant, under this policy, does **not** include a current employee applying for or expressing an interest in another position in the City.

**A. New Hires** – Job applicants for positions covered by the Pre-Employment Drug & Alcohol Testing Policy prior to beginning employment with the City of Minneapolis are subject to pre-employment drug and alcohol testing. New hires are prohibited from beginning employment until:

1. A conditional job offer has been given by the hiring authority;
2. A valid sample with a certified result has been provided by the job applicant; and
3. The Medical Review Officer (MRO) notifies the HR Department that a pre-employment drug and alcohol test has been passed.

**B. Positions Covered** – Appointments to appointed, classified and temporary positions that meet one or more of the following criteria are subject to pre-employment drug and alcohol testing:

1. A Driver's License is a minimum qualification; or
2. Access to drugs and alcohol; or
3. Operation of heavy and/or motorized equipment; or
4. Direct interaction with children or vulnerable adults; or
5. Dispatches or responds to life-threatening emergencies; or
6. Handles cash, cash equivalents, checks, securities or has access to bank or investment accounts.<sup>1</sup>

Any position that meets one or more of the above criteria will require pre-employment drug and alcohol testing. It is possible that not all positions within a job classification will be subject to drug and alcohol testing.

**C. Positions Not Covered** – Election Workers, Student Interns, Summer Youth Workers, Elected Officials and positions that do not meet one or more of the above criteria in Section I B – Positions Covered, are not subject to the Pre-Employment Drug & Alcohol Testing Policy. Pre-employment drug and alcohol testing will not be done for independent contractors unless they apply to become an employee of the City and have received a conditional offer of employment to an appointed, classified, or temporary position subject to the Pre-Employment Drug & Alcohol Testing Policy.

### **II. PROCEDURES FOR TESTING**

**A. Notification and Consent Form** - Before requesting a job applicant to undergo drug and alcohol testing, the HR Department shall provide the individual with the Notification & Consent Form for Pre-

<sup>1</sup> To meet criterion 6, a person in a covered position must regularly handle cash, cash equivalents or checks. Regularly means on at least a weekly basis or any employee who as a part of their job responsibilities has access to cash, cash equivalents or checks valued over \$500. Those who use credit cards for making City-related purchases are excluded from this definition.

Employment Drug and Alcohol Testing to (1) acknowledge that the individual has seen a copy of the City of Minneapolis [Pre-Employment Drug and Alcohol Testing Policy](#), and (2) indicate consent to undergo the drug and alcohol testing.

- B. **Laboratory** - The City shall use the services of a testing laboratory which meets the criteria established by the Minnesota Drug and Alcohol Testing in the Workplace Act pertaining to testing laboratories; however, no test shall be conducted by a testing laboratory owned and operated by the City.
- C. **Testing** - Testing shall be performed in accordance with the [Minnesota Drug and Alcohol Testing in the Workplace Act](#).

### III. PROCEDURES FOR HIRING AUTHORITIES AND HUMAN RESOURCES STAFF

A. Upon receipt of a requisition in NeoGov from the hiring authority, HR staff will:

- 1. **Job Posting** - For positions subject to pre-employment drug and alcohol testing, include a statement on the job posting that indicates that all job applicants who receive a conditional offer of employment will be required to pass a pre-employment drug and alcohol test. Applicable job postings will contain a notice substantially as follows:

“All job applicants must pass a pre-employment drug and alcohol test once a conditional offer of employment has been made. Applicants will be required to sign a notification and consent form prior to undergoing drug and alcohol testing. Applicants who do not consent to undergo drug and alcohol testing will not be required to do so and the City will withdraw the conditional job offer resulting in the job applicant no longer being considered for the position.”

In cases where a hiring process does not include a job posting the above statement will also be presented in writing to applicants before the City hires them.

The failure of a job posting to include a notice of a pre-employment drug and alcohol test shall not preclude the City from conducting these tests.

- 2. **Classified Positions** - HR Associate (HRA) certifies names to the hiring authority in accordance with applicable Civil Services Rules and/or labor agreements and includes the Process and Procedures Checklist for Hiring Authorities Checklist. (See Appendix C.A)
- 3. **Appointed Positions (If applicable)** - HRA refers names to the hiring authority and includes the Process and Procedures Checklist for Hiring Authorities Checklist. (See Appendix C.A)
- 4. **Temporary Positions (If applicable)** - HRA refers names to the hiring authority and includes the Process and Procedures Checklist for Hiring Authorities Checklist. (See Appendix C.A)

B. Hiring authority interviews job applicant(s), makes selection decision and makes conditional job offer contingent upon the job applicant:

- 1. Providing a valid sample with a certified result; and
- 2. Passing the pre-employment drug and alcohol test. (**Note:** If an employment background check is required for the position, all background checks must be completed prior to the conditional job offer being extended.) (For more information see the [City of Minneapolis Background Check Procedures](#).)

C. The hiring authority will first verbally make a job offer to the job applicant and then notify the HRA who will then provide the following information to the job applicant:

- 1. [Pre-employment Drug and Alcohol Testing Policy](#);

2. Notification and Consent Form for Pre-Employment Drug and Alcohol Testing (See Appendix B); and
  3. Provide all Candidate Notification containing all necessary testing information both verbally and in writing.
- D. The HRA documents the exact time of the conditional job offer and job applicant's willingness to take the test.

Once the job applicant has confirmed their willingness to take the test, the HRA will inform the job applicant that they must:

1. Take the test within 24 hours<sup>2</sup> from the time of the conditional job offer. The job applicant is informed that they have 24 hours to appear at the clinic and participate in the test, and failure to do so will result in the City withdrawing the conditional job offer.
2. Present government issued photo identification to the staff at the collection site.

After completing the above, the HRA completes the Pre-Employment Drug & Alcohol Testing and Referral Pre-authorization form (See Appendix G) and sends via email or fax to Minnesota Occupational Health (MOH) or Health Partners and copies the [Drug and Alcohol Testing Coordinator](#) in the HR Department.

- E. When a positive test result occurs, the job applicant will be contacted by the MRO and be given the opportunity to submit information explaining the positive test result. This explanation could include an indication that the job applicant is currently taking (or recently taken) over the counter or prescription medications and any other information relevant to the reliability of, or explanation for, a positive test result. This information must be reported within three (3) working days after notice of a positive test result.
- F. A negative test result will be reported by the MRO to the Drug and Alcohol Testing Coordinator via email. The Drug and Alcohol Testing Coordinator will notify the appropriate HRA of the negative test result.
- G. Positive test results are reported via email to the Drug and Alcohol Testing Coordinator. The Drug and Alcohol Testing Coordinator will notify the HRA that the candidate is not eligible for hire. The HRA then notifies job applicant in writing that the conditional job offer is being withdrawn. A copy of the letter is provided to the Drug and Alcohol Testing Coordinator and the hiring authority (See Appendix F). A copy of the letter is filed in a secure location by the Drug and Alcohol Testing Coordinator and retained in accordance with applicable [City Records Retention policies](#) (Series Code PHS-62-04). Within three (3) working days of the receipt of test results from the MRO, the HRA sends a Post Testing Notification of Rights letter (See Appendix E) to the job applicant via email (**Note:** This applies to **both** positive and negative test results as well as a failure to provide a valid sample with a certified result.) The letter must explain to the job applicant:
1. Certain test results – A negative test result on an initial screening test, or of a negative or positive test result on a confirmatory test.
  2. That they have a right to request and receive from the Employer a copy of the test result report.
- H. Job applicants that test positive will be removed from the eligible list by the HRA. Positive test results do not impact any future job applications.

<sup>2</sup> The 24-hour period allows the job applicant to submit a sample by the end of the business day following the date of the conditional job offer. For example, an individual who receives a conditional job offer on a Tuesday at 11:00 a.m. would have until 5:00 p.m. on Wednesday to provide a sample at the collection site.

#### **IV. FAILURE TO PROVIDE A VALID SAMPLE WITH A CERTIFIED RESULT THAT IS NEGATIVE DILUTE**

- A. When a failure to provide a valid sample with a certified result is due to a negative dilute, the result will be reported by the MRO to the Drug and Alcohol Testing Coordinator. When a negative dilute occurs after an initial collection, the job applicant will be contacted by the Drug and Alcohol Testing Coordinator as soon as possible after receipt of the results and given the opportunity to provide one new sample. The applicant must provide the new sample within 24 hours<sup>2</sup> from the time of notification. Failure to provide the new sample within 24 hours<sup>2</sup> of notification will be deemed a test refusal and the job offer will be withdrawn.
- B. If the new sample also fails to produce a valid sample with a certified result due to a negative dilute, the Drug and Alcohol Testing Coordinator will notify the HRA that the candidate is not eligible for hire. The HRA then notifies the job applicant in writing that the conditional job offer is being withdrawn due to failure to provide a valid sample with a certified result. A copy of the letter is provided to the Drug and Alcohol Testing Coordinator (See Appendix F). A copy of the letter is filed in a secure location by the Drug and Alcohol Testing Coordinator and retained in accordance with applicable [City Records Retention](#) policies (Series Code PHS-62-04).
- C. Job applicants that have a conditional job offer withdrawn under these circumstances will be removed from the eligible list by the HR. Invalid sample results do not impact any future job applications.

#### **V. RETENTION/ACCESSIBILITY OF PRE-EMPLOYMENT DRUG & ALCOHOL TESTING RECORDS**

The HR Department shall maintain records and related documents compiled by the City on individuals in response to pre-employment drug & alcohol testing. The [City's Records Retention policies](#), the [Minnesota Government Data Practices Act](#), and applicable Federal and State laws shall govern the storage, use and dissemination of such records. Where the use of such records is not addressed by the foregoing standards, the use and dissemination of such records, such as their availability to hiring authorities, shall be within the discretion of the Chief Human Resources Officer or designee. The retention period assigned to these records and the Minnesota Government Data Practices Act classification are identified in the General Retention Schedule.

#### **VI. OTHER PROCEDURES**

Other procedures in implementing this policy must comply with [181.951, Minnesota Statutes](#).

## Appendix A - Pre-Employment Drug & Alcohol Testing Policy Statement

**POLICY STATEMENT** - Abuse of drugs and alcohol is a nationwide problem. It affects persons of every age, race, sex and ethnic group. It poses risks to the health and safety of employees of the City of Minneapolis and to the public. To reduce those risks, the City adopts this policy concerning drugs and alcohol in the workplace. The [City of Minneapolis Pre-Employment Drug & Alcohol Testing policy](#) establishes standards concerning drug and alcohol testing which all job applicants for positions covered by the Pre-Employment Drug & Alcohol Testing Policy must meet.

The City of Minneapolis Pre-Employment Drug & Alcohol Testing policy is intended to conform to the provisions of the Minnesota Drug and Alcohol Testing in the Workplace Act (Minnesota Statutes, §§ 181.950 to 181.957), as well as the requirements of the federal Drug-Free Workplace Act of 1988 (Public Law 100-690, Title V, Subtitle D) and related federal regulations.

The Human Resources Director is directed to develop and maintain procedures for the implementation and ongoing maintenance of this policy and to establish testing procedures to ensure that the standards listed in this policy are met.

**NOTIFICATION AND CONSENT FORM FOR  
PRE-EMPLOYMENT DRUG AND ALCOHOL TESTING  
Data Practices Advisory: Minnesota Statute §13.04, Subd. 2**

I acknowledge that I have seen the City of Minneapolis Pre-Employment Drug and Alcohol Testing Policy. I hereby consent to undergo drug and alcohol testing pursuant to said policy, and I authorize the City of Minneapolis through its agents and employees to collect a breath, saliva, urine and/or blood sample from me for that purpose.

I understand that the procedure employed in this process will ensure the integrity of the sample and is designed to comply with medicolegal requirements.

I understand that I must provide a valid sample that can be tested for the presence or absence of drugs, alcohol, or their metabolites. I further understand that failure to provide a valid sample that leads to a certified result may result in the job offer extended by the City of Minneapolis to be withdrawn.

I understand that the results of this drug testing may be discussed with and/or made available to the City of Minneapolis. I further understand that the results of this testing may affect my job offer as described in the policy.

The purpose of collecting a body component sample of breath, saliva, urine, or blood is to test that sample for the presence of drugs and alcohol. A sample provided for drug and alcohol testing will not be tested for any other purpose. The name, initials and social security number of the person providing the sample may be requested so that the sample can be identified accurately but confidentially. Information about medications and other information relevant to the reliability of, or explanation for, a positive test result is requested to ensure that the test is reliable and to determine whether there is a valid medical reason for any drug, alcohol, or their metabolites in the sample. All data collected, including that in the notification form and the test report, is intended for use in determining the suitability of the job applicant for employment. The job applicant may refuse to supply the requested data; however, refusal to supply the requested data may affect the job applicant's job offer.

A Medical Review Officer may only disclose to the City of Minneapolis test result data regarding presence or absence of drugs, alcohol, or their metabolites, in a sample tested. The City of Minneapolis or laboratory may not disclose the test result reports and other information acquired in the drug testing process to another employer or to a third-party individual, governmental agency, or private organization without the written consent of the person tested, unless permitted by law or court order. Evidence of a positive test result on a confirmatory test may be: (1) used in an arbitration proceeding pursuant to a collective bargaining agreement, an administrative hearing under Minnesota Statutes, Chapter 43A or other applicable state or local law, or a judicial proceeding, provided that information is relevant to the hearing or proceeding; (2) disclosed to any federal agency or other unit of the United States government as required under federal law, regulation, or order, or in accordance with compliance requirements of a federal government contract; and (3) disclosed as required by law, court order, or subpoena. Positive test results may not be used as evidence in a criminal action against the applicant tested.

Name	Click or tap here to enter text.
City Department	Click or tap here to enter text.
Position Being Considered For	Click or tap here to enter text.
Candidate Signature	Click or tap here to enter text.
Date	Click or tap to enter a date.

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information. "Genetic information" as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services. (29 C.F.R. 1635.8(b)(1)(i)(B))



## A. Procedures for Hiring Authorities

The following procedures must be used by the hiring authority when making employment offers to prospective employees as required by the City of Minneapolis Pre-Employment Drug and Alcohol Testing policy.

1.  Make job offer contingent on providing a valid sample that leads to a certified result (not a negative dilute) and passing drug and alcohol test. **Document the date and exact time of the job offer. Job offers should not be extended on Fridays and must be made no later than 3:00 p.m. on Thursdays.** (Note: If an employment background check is required for the position, all background checks must be completed prior to the conditional job offer being extended. (For more information see [Background Check Procedures.](#))
2.  Inform the applicant that a member of the Human Resources Department will contact them directly to coordinate, schedule and authorize the drug and alcohol testing process. Stress the importance of timely communication as drug and alcohol testing must be completed within 24 hours of the job offer.
3.  Immediately inform the appropriate HR Associate that a conditional job offer has been extended. Provide the applicant(s) name, job title, and best contact information.
4.  In NeoGov, move the applicant to the Job Offer stage and complete the job offer fields.

## B. Procedures for HR Associates (HR Department)

The following procedures must be used by the HRA once a conditional job offer has been extended to a prospective employee as required by the City of Minneapolis Pre-Employment Drug and Alcohol Testing policy.

1.  If an employment background check is required for the position, the background check must be completed prior to a conditional job offer being extended. After you clear an applicant's background check, follow up with the hiring authority within 2-3 business days regarding the status of a conditional job offer so that the Pre-Employment Drug and Alcohol Testing process can begin in a timely fashion.
2.  When the hiring authority notifies you that a conditional job offer has been extended, contact the applicant **immediately** to coordinate and schedule drug and alcohol testing. **Job offers should not be extended on Fridays and must be made no later than 3:00 p.m. on Thursdays.**
3.  Explain the Pre-Employment Drug and Alcohol Testing policy and procedure to the job applicant, highlighting the following points:
  - a. The collection process and that the sample must be collected within 24 hours of the job offer regardless of the job applicant's final acceptance of the job. (Note: The 24-hour period allows the job applicant to submit the sample by the end of the business day following the date of the conditional job offer.)
  - b. The notification process and timeline.
  - c. The consequence of not providing a valid sample that can detect the presence or absence of drugs, alcohol, or their metabolites (including negative dilute results).
  - d. The consequences of a positive result.
  - e. The consequences of refusing to test.
  - f. The consequences of failing to report for a scheduled test.
4.  Job applicant must be given the opportunity to review, acknowledge and confirm their understanding of the pre-employment drug and alcohol testing policy.

5.  Ask the job applicant if they are willing to take the pre-employment drug and alcohol test. If so, inform them that they will need to sign a notification and consent form (if not already completed) and present valid government issued photo identification at the collection site before the test will be administered.
6.  Verify and record job applicant's current address, telephone number, and email address.
7.  **Metro Area Testing**
  - a. Confirm the clinic location that the applicant chooses to go to.
  - b. Complete and send the Candidate Notification, which outlines all drug and alcohol testing information and instructions.
  - c. Complete and email the Referral and Pre-authorization form to the appropriate clinic and the Drug and Alcohol Testing Coordinator in the Human Resources Department.
    - [mohscheduling@mohonline.com](mailto:mohscheduling@mohonline.com) **Phone:** 651-968-5300
    - Health Partners: [jessie.e.michels@healthpartners.com](mailto:jessie.e.michels@healthpartners.com)
    - [datestcoordinator@minneapolismn.gov](mailto:datestcoordinator@minneapolismn.gov)
8.  **Out-state and Out-of-state Testing**
  - a. Contact the City's occupational medicine vendor to request out-state or out-of-state testing services. Provide the vendor with the applicant's zip code.
  - b. Designated clinic staff will locate a collection site within reasonable proximity, confirm certification of collection site, obtain directions and billing information, and overnight any necessary supplies to the location.
  - c. Designated clinic staff will notify HRA via email of collection site location, phone number and directions.
  - d. Contact the collection site and make an appointment for the job applicant.
  - e. Complete and send the Candidate Notification, which outlines all drug and alcohol testing information, location, and instructions.
  - f. Complete and email the Referral and Pre-authorization form to the out-state/out-of-state collection site, appropriate occupational medicine vendor, and the Drug and Alcohol Testing Coordinator in the Human Resources Department.

## Appendix D – Sample Conditional Offer of Employment Letter

[Date]

[Name]

[Address]

[City, State, Zip]

Dear [Name]:

Congratulations on your new position and welcome to the City of Minneapolis! We are glad you have chosen to bring your talents to our organization, where we pride ourselves on providing top-notch service to residents, businesses and visitors to our City. Your contributions will help ensure Minneapolis remains at the forefront of vibrant and innovative cities.

**[If position requires a Pre-Employment Drug & Alcohol Test – USE THIS LANGUAGE]** This letter confirms my conditional job offer to you for the position of [Job Classification or Job Title] within the [Division or Department]. The “condition” is removed and the offer becomes final upon passing the Pre-employment Drug & Alcohol Test. As we discussed, your start date is [Date] at [Time] and you will report directly to [Supervisor/Contact Person]. **Choose applicable language for work location:** [This position regularly works on-site at (location)]. [This position currently has a hybrid work arrangement, where you will regularly work some time on-site at (location) and some time remotely. This arrangement can be changed based on business need with advance notice]. [Supervisor/Contact Person] can be reached at [phone number] if you have any questions.

**[If position does not require a Pre-Employment Drug & Alcohol Test – USE THIS LANGUAGE]** This letter confirms my job offer to you for the position of [Job Classification or Job Title] within the [Division or Department]. As we discussed, your start date is [Date] at [Time] and you will report directly to [Supervisor/Contact Person]. **Choose applicable language for work location:** [This position regularly works on-site at (location)]. [This position currently has a hybrid work arrangement, where you will regularly work some time on-site at (location) and some time remotely. This arrangement can be changed based on business need with advance notice]. [Supervisor/Contact Person] can be reached at [phone number] if you have any questions.

**Salary:** Your starting salary will be Step [Number] of the approved salary schedule for this position: \$[Amount]/hour. You will receive your first full paycheck at this rate on (Date)

**Probation:** You will serve an initial probationary period of 12 months in duration. The primary objectives of a probationary period are the training and evaluation of your job performance. Continued employment with the City of Minneapolis is contingent upon successfully completing probation.

**Transportation and Parking:** There are several parking lots/ramps located in the downtown area of the city. Review lot and ramp locations and rates. Information regarding public transit.

**Vacation:** You are eligible for 12 days of vacation your first year. Vacation leave balances can be carried over from year-to-year up to a maximum of 400 hours. You will be eligible to use accrued vacation immediately.

**Holidays:** Full time employees receive twelve (12) paid holidays per year\* (*New Year’s Day, Martin Luther King Day, President’s Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Indigenous Peoples Day (aka Columbus Day), Veterans Day, Thanksgiving Day, Day after Thanksgiving, and Christmas Day.*)

*In 2022, New Year’s Day will officially be observed on Monday, January 2, 2023*

**Sick Leave:** Full time employees earn up to twelve (12) days of sick leave per year. Sick leave balances can be carried over from year-to-year. You may begin to use sick leave (immediately or on what date).

**Union:** Your job classification is represented by AFSCME. Your union representative is Sarah Maxwell at 612-581-3840. Review your collective bargaining agreement.

**Healthcare:** You will be eligible for benefits and City paid contributions towards the cost of medical, dental, and life insurance plans effective **[Date of benefit eligibility—See chart below. Select the most appropriate date based on the language below. Delete chart from letter.]**. Detailed benefits plan information.

Status	Hours Status		
	Full-time (30+ standard hours)	Part-time (< 30 standard hours)	Intermittent (1 to 19.99 standard hours)
Regular	All health and welfare benefits offered first of the month following start date.	Not eligible immediately, medical and HRA/VEBA offered if average hours of service equal at least 30 after 26 pay period measurement period	
“City” Seasonal			
Temporary Status or ACA Seasonal	Use the “Temporary/ACA Seasonal Job Offer” letter template		

**Pension:** Enrollment in the Public Employees Retirement Association (PERA) Coordinated Plan is automatic. Currently the City’s contribution rate is 7.50% and the employee’s rate is 6.50%.

**New Employee Orientation:** You are scheduled to attend the City’s New Employee Orientation on **[Date]** at **[Time]** and Getting Started in the City course on **[Date]** at **[Time]**. These sessions will be held the City of Lakes building, Room 100 (309 2<sup>nd</sup> Avenue S, Minneapolis). **[Supervisors/HR can enroll new employee via COMET]**

**After** the condition(s) of this job offer have been met, you will be required to provide proof of your identity and employment eligibility to work in the United States. This is an online process through Equifax. Prior to your first day of work, complete Employee Section 1 of the online I-9 form, using the instructions below:

- Log onto [www.newI9.com](http://www.newI9.com) to complete section 1 of the I-9 Form **after** confirmation that you have successfully passed all the conditions of this job offer.
- Use employer code **11468**
- In the “Employment Date” field, enter your start date at the City
- You will see a link for instructions once you have signed in

Please note that you are also required to present the original documents to prove your identity and authorization to work in the United States on your first day of employment.

We will meet on your first day to provide you with helpful information, to answer your questions, and to complete some necessary paperwork.

Congratulations again and welcome to our team. During your tenure here, the City of Minneapolis will provide you ample experience and opportunities to build your career. Don’t hesitate to contact me with questions about your position or how your work will contribute to the success of the City. I look forward to working with you.

Sincerely,

**[Supervisor Name]**

**Job Title**

Cc: Employee Personnel file  
Dept. HRIS administrator

I have reviewed this offer of employment with the City of Minneapolis and accept the terms and conditions outlined herein.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**[Candidate's name]**

**Appendix E – Sample Post Testing Notification of Rights to Job Applicant Letter (On HR Letterhead)**

Date

Name of Job Applicant  
Address  
City, State Zip

**Subject: *Testing Results Notification***

Dear:

Recently, you underwent pre-employment drug and alcohol testing as a condition of your job offer. The City of Minneapolis Pre-Employment Drug and Alcohol Testing Policy requires the City to notify you of the test results. You are hereby advised of the following:

The Initial screening test was:

- Negative
- Positive

The Confirmatory test was:

- Negative
- Positive

The specimen you provided was:

- Not a Valid Sample with a Certified Result

Additionally, you have the right to request and receive from the City of Minneapolis a copy of the test result report.

If positive is checked above, you have the right to explain the positive test to the Medical Review Officer (collection site), which may request that you indicate any over-the-counter or prescription medication that you are currently taking or have recently taken and any other information relevant to the reliability of, or explanation for, a positive test result.

Within three (3) working days after notice of a positive test result on a confirmatory test, you may submit information to the Medical Review Officer (collection site), in addition to any information already submitted, to explain that result, or may request a confirmatory retest of the original sample at your own expense, as follows:

A job applicant may request a confirmatory retest of the original sample at the job applicant's own expense after notice of a positive test result on a confirmatory test. Within five (5) working days after notice of the confirmatory test result, the job applicant shall notify the Medical Review Officer (collection site) in writing of the job applicant's intention to obtain a confirmatory retest. Within three (3) working days after receipt of the notice, the Medical Review Officer shall notify the original testing laboratory that the job applicant has requested the laboratory to conduct the confirmatory retest or transfer the sample to another licensed laboratory to conduct the confirmatory retest. If the confirmatory retest does not confirm the original positive test result, no adverse personnel action based on the original confirmatory test may be taken against the job applicant.

If you received a job offer made contingent on providing a valid sample with a certified result and passing drug and alcohol testing, the City of Minneapolis may not withdraw your offer based on a positive test result from an initial screening test that has not been verified by a confirmatory test.

If you have any questions concerning these rights you should contact me at 612.673.XXXX.

Sincerely,

[Name]  
HR Associate

Date

Name of Job Applicant  
Address  
City, State Zip

**Subject: *Withdrawal of Conditional Offer of Employment***

Dear Mr./Ms. Job Applicant's Name:

I regret to inform you that the City of Minneapolis is withdrawing your conditional job offer for Job Classification or Title within the Division and/or Department. The reason for this action is because you have failed to meet the requirements under the City of Minneapolis Pre-employment Drug & Alcohol Testing Policy. In addition, your name has been removed from the eligible list for this position.

Thank you for your interest in employment with our organization.

Sincerely,

Name  
Human Resources Associate

C: \_\_\_\_\_, Human Resources Business Partner  
Hiring Authority, Department

**Appendix G – Pre-Employment Drug & Alcohol Testing Referral and Pre-Authorization Form**



**CITY OF MINNEAPOLIS  
PRE-EMPLOYMENT TESTING  
REFERRAL & AUTHORIZATION**



APPLICANT NAME – LAST, FIRST, MI: (please print)  TODAY'S DATE:

CITY DEPARTMENT:  DEPARTMENT 7-DIGIT CODE:  JOB TITLE:

HR CONTACT:  PHONE NUMBER:  HIRING MANAGER NAME:

APPOINTMENT DATE:  APPOINTMENT TIME:  APPOINTMENT INFORMATION:  **Drug test must be completed by appointment date/time**

**SEND TEST RESULTS/MEDICAL REPORT TO:**

Human Resources Coordinator, [datestcoordinator@minneapolismn.gov](mailto:datestcoordinator@minneapolismn.gov). Central HR staff contact information:  
 Alexis Isaacson: 612-439-9464 or 612-673-3005 Deb Krueger: 612-299-2618 or 612-673-3109

**Clinic Information:**

<p align="center"><b>Minnesota Occupational Health</b>                  To schedule an appointment, email the requested date and time to <a href="mailto:mohscheduling@mohonline.com">mohscheduling@mohonline.com</a>                  or call (651) 968-5300  <b>Clinic Hours: 7:00 a.m. – 4:00 p.m. M-F</b></p> <p><input type="checkbox"/> <b>Blaine: 10230 Baltimore St NE, Blaine 55449 (no work performance testing)</b></p> <p><input type="checkbox"/> <b>Eagan: 1400 Corporate Center Curve, Floor 2, Eagan 55121</b></p> <p><input type="checkbox"/> <b>Saint Paul: 1661 St Anthony Ave, Floor 2, St. Paul 55104</b></p> <p><input type="checkbox"/> <b>Shakopee: 4360 12th Ave E, Shakopee 55379</b></p>	<p align="center"><b><u>Out-of-State Testing Arranged through MOH</u></b></p> <p>Name and Location of Clinic: <input type="text"/></p> <p align="center"><b>REASON FOR REFERRAL: (check all that apply)</b></p> <p><input type="checkbox"/> <b>Non-DOT Pre-employment drug and alcohol test</b></p> <p><input type="radio"/> <b>Federal DOT Pre-employment drug and alcohol test</b></p> <p><input type="checkbox"/> <b>Pre-employment medical exam (protocol listed below)</b></p> <p><input type="radio"/> <b>Non-DOT Drug Test Only (Dilute Recollect)</b></p>
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**Pre-employment medical exam protocol:**

**A copy of this form must be emailed prior to appointment date to:**

- MN Occupational Health: [mohscheduling@mohonline.com](mailto:mohscheduling@mohonline.com)
- City of Minneapolis Drug and Alcohol Testing Coordinator: [datestcoordinator@minneapolismn.gov](mailto:datestcoordinator@minneapolismn.gov)

As a representative of the employer indicated above, I authorize Minnesota Occupational Health (MOH) to examine and treat as necessary, the individual bearing this form, and accept financial responsibility for this service.

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information. "Genetic information" as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services. (29 C.F.R. 1635.8(b)(1)(i)(B))



# Occupational Medicine Authorization Form



HealthPartners®  
Park Nicollet®  
Stillwater Medical Group

To schedule an appointment, call **844-JOB-DOCS (844-562-3627)**

Note: Occ Med visits can only be scheduled using the number above. Do not use any other general HealthPartners scheduling lines.

**Important Information:**

- Employer must complete this form to help ensure accuracy of services requested.
- Send completed form directly to clinic or should be brought in by employee.
- Valid photo ID required for all visits.
- When requesting an appointment, inform scheduler of all boxes checked on this form

**Walk-in Information:** Injuries: Walk-in patients seen in-between scheduled appointments and based on severity of injury.  
Drug screening patients: Walk-in's welcome, but appointments are advised. All other services: Require an appointment.

EMPLOYEE NAME (LAST, FIRST, MI)	
DOB	EMPLOYEE ID
TODAY'S DATE	APPOINTMENT DATE
<b>COMPANY INFORMATION:</b>	
NAME OF COMPANY	
EMPLOYER REPRESENTATIVE COMPLETING THIS FORM	PHONE NUMBER
<b>AUTHORIZED SERVICES FOR VISIT:</b>	
*Form to be completed by employer representative	
<input type="checkbox"/>	WORK INJURY
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<b>DRUG/ALCOHOL TESTING</b>	
<b>TYPE OF TEST</b>	<b>REASON FOR TEST</b>
BREATH ALCOHOL	REASONABLE SUSPICION
DOT FEDERAL DRUG TEST	WORK INJURY
NON-FEDERAL DRUG TEST	RETURN TO DUTY
URINE	PRE-PLACEMENT
SALIVA	RANDOM
HAIR	FOLLOW-UP

**Appendix H – Directions to Designated Clinics**

**All City Departments except Police:**

**Minnesota Occupational Health (MOH):** There are 4 clinic locations in the Twin Cities area: Blaine, Eagan, Saint Paul, and Shakopee. QRC codes and maps to each location are listed below.

Phone: 651-968-5300

Email: [mohscheduling@mohonline.com](mailto:mohscheduling@mohonline.com)

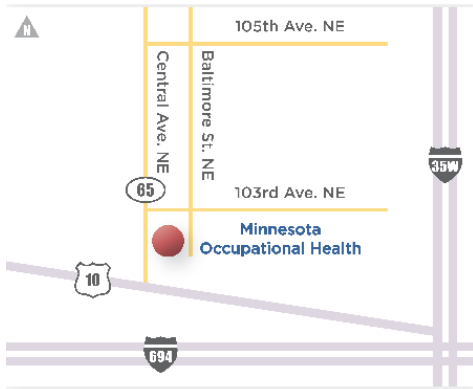
Hours: 7:00 a.m. – 4:00 p.m. Monday through Friday. **Please arrive no later than 3:00 p.m.** to ensure that clinic staff can complete the testing prior to 4:00 p.m.

**BLAINE**

**EAGAN**

**ST. PAUL**

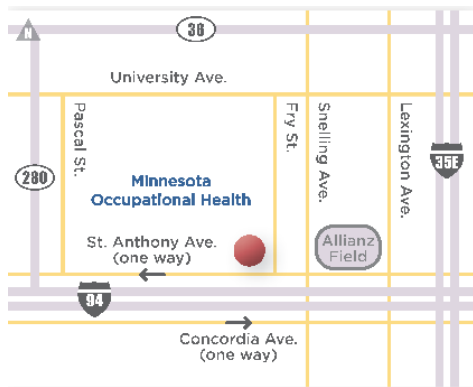
**SHAKOPEE**



**BLAINE LOCATION** | 10230 Baltimore St.  
#300  
Blaine, MN 55449



**EAGAN LOCATION** | 1400 Corporate Center Curve  
Suite 200  
Eagan, MN 55121



**ST. PAUL LOCATION** | 1661 St. Anthony Ave.  
2nd Floor  
St. Paul, MN 55104



**SHAKOPEE LOCATION** | 4360 12th Ave. E.  
Shakopee, MN 55379

**Police Only:**

**Health Partners:** There are 4 clinic locations in the Twin Cities area: Minneapolis, St. Louis Park, St. Paul, and Stillwater.

Occupational Medicine hours: Monday – Friday: 8 a.m. to 5 p.m. (Stillwater closed from 12 to 1 p.m.)

**Park Nicollet Clinic – Minneapolis**

2001 Blaisdell Ave. S.  
Minneapolis, MN 55404  
952-993-8000  
Fax: 952-993-2015

**HealthPartners Clinic – St. Paul**

205 S. Wabasha St., Second Floor  
St. Paul, MN 55107  
952-883-6999  
Fax: 651-293-8183

**HealthPartners Clinic – West**

1665 Utica Ave. S., Suite 100,  
St. Louis Park, MN 55416  
952-883-6999  
Fax: 952-541-2626

**Stillwater Medical Group**

1500 Curve Crest Blvd.  
Stillwater, MN 55082  
651-275-3330  
Fax: 651-275-3395