

TOWN OF HIGHLANDS
PROPOSED DRUG-FREE WORKPLACE POLICY
HIGHLANDS COMMUNITY BUILDING
JANUARY 5, 2011
4 PM

Present: Mayor David Wilkes, Mayor Pro John Dotson, Commissioners Gary Drake, Dennis DeWolf, Amy Patterson and Larry Rogers

Staff Present: Town Attorney Bill Coward, Town Manager Jim Fatland, Police Chief Bill Harrell and Park & Recreation Director Selwyn Chalker

Call to Order

Mayor David Wilkes called the meeting to order at 4:03 PM

Mayor Wilkes called upon Town Attorney Bill Coward to discuss the proposed drug-free workplace policy. Coward suggested that the Town Board Members share their responses as we review the drug policy questionnaire. Coward provided an on line website in advance of the work session to facilitate the discussion.

Board Members provided their comments on persons whom the policy applies, times that the policies applies, prohibited behavior, notification of convictions, searches, testing, substances to be tested, methods of testing, consequences, violations by refusal to cooperate, rehabilitation, employee assistance, financial responsibility for treatment, shared responsibility and communication with the employees on the policy.

Coward said he would prepare the proposed drug-free workplace policy based upon comments received from the Board and bring back to the Board for final review and approval.

Seeing no further discussion, the Mayor adjourned the work session at 5:51 P.M.

Approved:

Prepared By:

David Wilkes, Mayor

Jim Fatland, Town Manager