COUNTY OF GLENN
BOARD REPORT

PERSONNEL - RESOLUTION / AMEND PRE-EMPLOYMENT MEDICAL EXAM TO INCLUDE DRUG SCREENING
Submitted by Personnel
January 21, 2020

EXECUTIVE SUMMARY:
The Book of Administrative Policies and Procedures of the County of Glenn is compiled by the Clerk of the Board and distributed to all Departments. It is amended from time to time by Resolution of the Board of Supervisors. In this instance each Department Head has had an opportunity to review the previous classifications requiring pre-employment medical examinations and determine if additional classifications should be subject to a medical examination and/or drug screen. The list of those classifications for which a medical examination shall be required may only be modified by Resolution of the Board of Supervisors.

RECOMMENDATION(S):
Adopt Resolution to "Amend Title 10 Personnel, Section 10.08.02, Post Offer/Pre-Employment Medical Examinations" of Title 10 Personnel of the Book of Administrative Policies and Procedures 10.08.05 to include drug screening language and to modify the list of those classifications for which a medical examination and/or drug screen shall be required.

HISTORY AND BACKGROUND:
We have a current policy in place allowing for post-offer, pre-employment medical examinations for employees. The addition of drug screening will assist the County with maintaining a drug free workplace and is an important part of work place safety. Taking this preventive step has been shown to reduce the risk of drug-related work accidents.

FISCAL/PERSONNEL IMPACTS(S):
The cost of medical examinations and/or drug screens is part of the recruitment cost budgeted by each Department.

ANALYSIS/DISCUSSION:

APPROVERS:
Di Aulabaugh, Scott De Moss, William Vanasek   Completed

Resolution Admin Title 10 Med Exam Drug Screen.doc

Classifications subject to testing