

Changes to Unified Personnel Board Policy 15: Drug-Free Workplace Program

Summary

- Update Unified Personnel Board Policy 15: Drug-Free Workplace Program to include random drug testing of employees in a mandatory testing or special-risk position.
- Approved by the Unified Personnel Board on April 16, 2026.

Background

Human Resources recommended updates to the Drug-Free Workplace Program to allow random drug testing of employees in a mandatory testing or special-risk position. This applies to Commercial Driver's License (CDL), as well as the newly implemented changes for all Regional 911 positions and the Contract Administrative Coordinators in EMS/Fire Administration. The Appointing Authorities and Employees' Advisory Council concurred with these recommendations.

Updates

Revised Unified Personnel Board Policy 15: Drug-Free Workplace Program, Section V. Testing B., to add the text shown in red underline below:

B. Random Testing of Employees in Mandatory-Testing or Special-Risk Positions

1. An Appointing Authority may require an employee in a mandatory-testing or special-risk position to submit to a random drug test if: (1) the employee is selected for testing using a random and unbiased selection procedure, and (2) all employees occupying the mandatory-testing or special-risk position within the Appointing Authority have an equal chance to be selected for testing. The random selection procedure and the frequency of testing will be established by the Chief Human Resources Officer, in consultation with the Appointing Authority. Employees selected for random testing will be notified when they are on-duty and must proceed to the testing site as soon as directed by the department.