



City of Greenfield Safety Committee

December 28, 2021

Mayor Chuck Fewell
Board of Public Works and Safety
10 South State St.
Greenfield, IN 46140

Re: Policy Approval

Mayor and Board Members,

I am the Chairperson for the Safety Committee and in this role I am requesting the Board Public Works and Safety to approve the following policies as approved by the Committee. Committee is comprised of 20 representatives from all City departments, who work to increase employee safety and reduce workplace incidents resulting a loss of time away from their City work centers. The revisions I bring before you today have been reviewed and voted to move out of committee for final review with the City Human Resource Director and the City Attorney. Their feedback has been incorporated into the recommendation before you.

The first revision addresses motor vehicle accidents in City vehicles or in a personally owned vehicle driven by City employees in performance of City Business. The previous code required that the employee would be drug tested without consideration of the fault or responsibility leading to the event. The revision clarifies that the Employee will submit to drug and alcohol testing in the event that the accident causes an injury that requires immediate medical treatment. It also includes language that would allow the responding officer to recommend that a drug and alcohol test be administered even if there are no injuries or major property damage.

The second revision improves clarity for inclement weather and the response that City departments can and will provide in such an event. This revision also helps to align the code with the requirements for CDL maximum allowable on the road hours. It also clarifies how employees are to respond if they have to work the next scheduled business day. It is our hope that these revisions will help to reduce burden on both the employees in the City and clarify circumstances under which employees of the City may be called to assist in an emergency situation.

I would like to request that the Board approve the Safety Committee's recommendation for the revisions of Policy and Procedure Manual Codes 36.62 Weather/Civil Emergencies and 36.13 Safety Sensitive Positions as presented today. After the Board's approval, I will submit both code revisions to the City Council for their consideration.

I welcome any questions the Board may have on this recommendation.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Charles Gill".

Charles Gill, Chairperson
Safety Committee

cc: Mitch Ripley, Human Resource Director
Gregg Morelock, City of Greenfield Attorney
Lori Elmore, Clerk-Treasurer

*10 S. Street: Greenfield, Indiana 46140
Phone 317-325-1310*

36.13 Revision

Last revision text:

(B) *Post-accident testing.*

(1) Any employee in a safety-sensitive position must submit to a post-accident drug and alcohol test as soon as possible after an accident, whenever: (i) he/she receives a citation for a moving violation involving the accident; or (ii) either a person is injured because of the accident and the injuries require immediate medical treatment to the person away from the accident scene; or (iii) one or more motor vehicles involved in the accident incur disabling damage and must be transported away from the accident scene by a tow truck or another vehicle. (A supervisor on the scene can ask the employee to submit to drug and or alcohol test if the supervisor believes the situation warrants one, even if there is no personal injury or disabling vehicle damage.) Note: the police can also request that a test be done following an accident.

(2) An employee who is required to take a post-accident drug and alcohol test will, at the City's discretion, either be assigned to a position that is not classified as a safety-sensitive position, or placed on non-disciplinary suspension with pay while awaiting the post-accident test results.

(3) An employee who tests positive for drugs and/or alcohol, or who refuses or fails to submit to a post-accident drug and alcohol test, will be subject to disciplinary action, up to and including discharge.

Safety Committee recommendation:

(B) *Post-accident testing.*

(1) The City of Greenfield will require a post-accident drug and/or alcohol test for any employee who is operating a City owned vehicle, or their personal vehicle, while on City time and is involved in an accident or causes damage as a result of their actions.

(2) The employee shall submit to a post-accident drug and/or alcohol test as soon as possible after an accident if a person is injured and the injuries require immediate medical treatment to the person away from the accident scene; If there is a vehicle accident with no injury the employee will request from the Officer on scene to have a portable breath test done and recorded. A Supervisor or the responding officer on the scene may ask the employee to submit to drug and alcohol test if they believe there is reasonable suspicion for one even if there is no personal injury.

(3) An employee who is required to take a post-accident drug and/or alcohol test will, at the City's discretion, either be assigned to a position which does not require driving City vehicles or be placed on non-disciplinary suspension with pay while awaiting the post-accident test results.

(4) An employee who tests positive for drug and/or alcohol, or who refuses to submit to a post-accident drug and alcohol test will be subject to disciplinary action, up to and including discharge.

§36.62 WEATHER/CIVIL EMERGENCIES

Last Revision text:

It is the policy of the city to provide normal services during the event of a weather emergency to the maximum extent possible, while ensuring the greatest possible safety to employees and citizens, and to provide the fullest obtainable staffing levels during such an emergency.

(A) *Critical service employees.*

(1) Critical service employees are expected to report for their regular shift assignment during a weather/civil emergency, without exception, unless the department head has contacted employees personally, with alternate instructions.

(2) Critical service employees may use personal time; however, the request may be denied, with no recourse available to the employee except to report to work for his or her regular shift.

Safety Committee Recommendation:

It is the policy of the City to provide normal services during the event of a weather emergency to the maximum extent possible, while ensuring the greatest possible safety to employees and citizens, and to provide the fullest obtainable staffing levels during such an emergency. This policy covers inclement weather events that significantly reduce safe travel within the City of Greenfield. In such events, the Mayor may declare City offices closed and designate an Inclement Weather day for all non-essential City Personnel.

(A) Critical service employees

(3) Inclement Weather day is declared by the City of Greenfield Mayor

(a) City Offices will be closed

(b) Only essential personnel will be required to report for duty

(c) Unless specifically stated, the City Offices would re-open for standard business hours the day following the declared holiday.

(4) The City of Greenfield Street Department determines there is the need for assistance from other City employees to efficiently clear City streets to permit safe travel by the public.

(a) The City Departments will support the Street Department, as requested, by assigning those employees designated as Essential Personnel *who are available to assist*, to the clean-up efforts. Utility emergency repairs will take priority over *debris removal* activities.

(5) Unless the next day after the declared weather holiday, (snow day), is not a weekend or another holiday, those employees called in to remove snow are expected

to report to their work centers for their normal assigned work day unless otherwise instructed.

(a) City Essential Personnel, who are required to work beyond the normal workday or called in after normal hours due to emergency will be paid under the City's emergency call in policy.

(b) City Employees may be required to work their regularly scheduled workday the day after the declared weather holiday, unless it is a regularly scheduled day off.

(c) Essential Personnel shall not work, assisting the Street Department, past 12:00 am the day that they are expected to report for regularly scheduled shifts.

(d) Essential Personnel would have to be relieved by a qualified licensed driver prior to 12:00 am, so they may return to the work center or staging area to return home.

(e) City Essential Personnel shall not exceed 14 hours of driving time as per legal statute for CDL licensed drivers.

(f) If City Essential Personnel drive for 14 hours then they will have a 10 hour break prior to resuming driving duties.

(g) The Department Head, Assistant Department Head, or other designated supervisor will coordinate all response activities for each department until the emergency has been resolved.