



*All Times are  
Approximate*

- 1 Call To Order  
Prayer  
Flag Salute
- 2 Public Forum  
*This is reserved for public comment for any items not on the agenda limited to 3 minutes*
- 3 Service Corps  
Doug Plummer  
8:10 a.m.
- 4 Property Line Grant Township  
Shayne Haney  
8:20 a.m.
- 5 Bridge Discussion  
Chris Smith, Public Works Director  
8:40 a.m.
- 6 Road and Bridge Update  
Chris Smith, Public Works Director  
8:50 a.m.
- 7 Township Appointment  
Tammi Cox, County Clerk  
9:00 a.m.
- 8 Blue Store Discussion  
Duane Morris, Commissioner  
9:10 a.m.
- 9 Policy Review  
20.08, 20.10, 20.12, 20.15, 20.16, 20.17, 20.21, 20.23, 30.02, 50.08, 50.09  
Tammi Cox, County Clerk  
10:00 a.m.
- 10 Consent Agenda  
Accounts Payable  
Commission Minutes (January 12)  
AAE's  
Tammi Cox, County Clerk  
10:15 a.m.
- 11 Clerk Comments  
Tammi Cox, County Clerk  
10:30 a.m.
- 12 Commissioner's Comments  
10:35 a.m.
- 13 Announcements  
10:40 a.m.
- 14 Adjournment  
10:45 a.m.



**OTTAWA COUNTY COMMISSION**

Room 210 - 307 N CONCORD  
Minneapolis, Kansas 67467  
Phone: (785) 392-3627

**Commissioners:**

Carla Grund  
First District

Scott Mortimer  
Second District

Duane Morris  
Third District

01/26/2026

Shane Campbell  
411 N 210<sup>th</sup> Rd  
Bennington, KS 67422

Dear Shane:

Thank you for your willingness to serve. With this letter the Ottawa County Board of Commissioners makes official your appointment to serve as Trustee on the Board for Buckeye Township. By agreeing to fill this position you will maintain representation for your township which is vital to the continuation of a representative form of government.

It is essential to the future of the townships and Ottawa County that we have citizens such as you to serve in these positions, and we truly appreciate those who voluntarily contribute their time to take care of the necessary routine business. We want to give you the credit you deserve.

If matters arise that warrant our attention, please feel free to contact any one or all of the Commissioners. We strive to keep open the lines of communication.

Sincerely,

OTTAWA COUNTY BOARD OF COMMISSIONERS

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Commissioner Scott Mortimer, Chairman



**OTTAWA COUNTY  
PERSONNEL POLICIES AND PROCEDURES**

**EFFECTIVE DATE:**

**SECTION NO. 20**

**SUPERSEDES:**

**POLICY NO. 08**

**SUBJECT: Consensual Relationship Policy,  
Nepotism, Ethics & Conduct**

**RELATED POLICY NO.**

**SCOPE: ALL Ottawa County Employees**

**Employee Relations**

Ottawa County believes the work conditions, wages and benefits offered to Ottawa County employees are competitive and internally equitable. If employees have concerns about work conditions or compensation, Ottawa County strongly encourages them to express these concerns openly and directly with their supervisor.

**Personal Relationships in the Workplace**

Social relationships may develop between employees from time to time. Although such consensual relationships are a matter of personal choice and privacy between the employees involved, any adverse effect that such relationships may have in the workplace will not be tolerated. Any such relationship will be considered to have an adverse effect in the workplace if:

- It has the potential or effect of involving the employees, their coworkers, or Ottawa County in any kind of dispute or conflict with other employees or third parties.
- interferes with the work of any employee.
- creates a harassing, demeaning, or hostile working environment for any employee.
- disrupts the smooth and orderly flow of work within the office or the delivery of services to Ottawa County's clients.
- harms the goodwill and reputation of Ottawa County among its clients or in the community at large; or
- tends to place in doubt the reliability, trustworthiness, or sound judgment of the people involved in the relationship.



The employee(s) responsible for such problems will be subject to counseling and/or disciplinary action, up to and including termination, depending on the circumstances.

In some cases, the appropriate disciplinary may be action up to and including discharge, against one or both employees involved may be imposed.

### **Nepotism/Employment of Relatives and Domestic Partners**

Ottawa County wants to ensure that county practices do not create situations such as conflict of interest or favoritism. This extends to practices which involve employee hiring, promotion, and transfer. Close relatives, partners, those in a dating relationship or members of the same household are not permitted to be in positions which have a reporting responsibility to each other. Every effort will be made to keep conflicts of interest to a minimum. Individual situations should be reviewed by department heads, elected officials, and human resources to determine ethical guidance under policy. Close relatives are defined as a spouse, domestic partner, child, parent, grandparent, in-law, aunt, uncle, niece, nephew, step relative, cousin and domestic partner relatives.

If employees begin a dating relationship or become relatives, partners, or members of the same household and if one party is in a supervisory position, the person in the supervisory position is required to inform their supervisor and the department head of the relationship.

Ottawa County reserves the right to apply this policy to situations where there is a conflict or the potential for conflict because of the relationship between employees, even if there is no direct-reporting relationship or authority involved.

From and after the effective date of this act, no county department head or elected official shall advocate or cause employment, appointment, promotion, transfer, or advancement of a member of his/her household or family to any county position.

No county elected official or employee shall participate in any action relating to the employment or discipline of a member of the employee's household or a family member.



The provisions of this section shall not apply to any action involving the employment, appointment, promotion, transfer, or advancement of any employee occurring prior to the effective date of this act.

A supervisor should not supervise directly or indirectly a relative, domestic partner, or a spouse's relative. The purpose of the policy, relative means spouse, father, mother, sister, brother, son, or daughter or individual who may reside within the same household as the supervisor.

### **Ethics and Conduct**

As an organization, Ottawa County is committed to complying with all applicable laws and regulations. Similarly, Ottawa County requires employees to carefully adhere to all applicable laws and regulations and maintain the highest standard of conduct and personal integrity, while avoiding any acts which are illegal, dishonest, immoral, or unethical.

We expect Ottawa County employees to be ethical and to conduct themselves in ways which protect the interests and safety of all employees and our citizens. Employees owe a duty to our citizens to act in ways which will earn the continued trust and confidence of the public.

It is the responsibility of every Ottawa County employee to comply with Ottawa County's policy. This demands that while conducting Ottawa County business and/or standing for Ottawa County, employees refrain from any rude or unprofessional behavior which might be viewed unfavorably by current or potential citizens or by the public at large.

Examples of detrimental behaviors, which are prohibited, may warrant disciplinary action under this policy, up to and including termination:

- verbally and/or physically intimidating behavior towards co-workers.
- behavior, which is rude, discourteous, or unbusinesslike.
- behavior which is inconsistent with reasonable rules of conduct.
- behavior which results in a loss of confidence or trust in the employee.
- behavior inconsistent with the spirit of Ottawa County's nondiscrimination and/or harassment policies; and



- language that is disparaging or offensive.

Employees should immediately report any violation of these policies to the employee's supervisor. If an employee ignores or fails to comply with Ottawa County's standards of business ethics and conduct, Ottawa County will impose appropriate disciplinary action, up to and including termination.

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Scott Mortimer, Chairperson  
Ottawa County  
Board of County Commissioners



**OTTAWA COUNTY  
PERSONNEL POLICIES AND PROCEDURES**

**EFFECTIVE DATE:**

**SECTION NO. 20**

**SUPERSEDES:**

**POLICY NO. 10**

**SUBJECT: Workplace Lactation Policy**

**RELATED POLICY NO.**

**SCOPE: All Ottawa County Departments**

**Purpose:**

To comply with the federal law for reasonable break time for nursing mothers in the Patient Protection and Affordable Care Act (PPACA), section 7 of the Fair Labor Standards Act (FLSA) and the Providing Urgent Maternal Protections for Nursing Mothers Act (PUMP Act). The act is to enable the employee who is a nursing mother of a newborn or infant up to one (1) year of age to have a reasonable amount of break time and space to express milk as frequently as needed.

**Eligibility**

Any female employee who is nursing an infant up to one (1) year of age will be eligible.

**Ottawa County Responsibilities**

The employee will work with human resources, their department head, elected official, or immediate supervisor to assign a private room, other than a bathroom. The room may be an unused conference room, a vacant office or another such room and must be available when needed by the employee.

**The room will:**

- a. Be in close proximity to the employees' workstation when possible.
- b. Have a door equipped with a functional lock or, if this is not possible, the room will have a sign advising that the room or location is in use and not accessible to other employees or the public.
- c. Be well lit.



- d. Ensure privacy by covering any windows with a curtain, blind, or other covering.
  - e. Contain at a minimum a chair and a small table, counter, or other flat surface.
  - f. Ideally include an electrical outlet and nearby access to clean water.
2. The employee will be given reasonable break times as needed by the mother and will be provided the necessary privacy to express milk, free from intrusion, from co-workers, and the public.
  3. Nursing mothers are allowed to breastfeed or express milk during work hours using their normal breaks and mealtimes. For time that may be needed beyond the usual break times, employees may use vacation leave or may make up the time as negotiated with their supervisors.

### **Employee Responsibilities**

1. Employees who wish to express milk during the work period shall keep supervisors informed of their needs so that appropriate accommodation can be made to satisfy the needs of both the employee and the department.
2. Each employee is responsible for proper storage using either a company-provided refrigerator or a personal cooler. Employees should label all expressed milk with their name and date if storing in a public refrigerator.
3. Nursing mothers are responsible for keeping milk expression areas clean. This responsibility extends to both designated milk expression areas as well as other areas where expressing milk will occur.

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Scott Mortimer, Chairperson  
Ottawa County  
Board of County Commissioners



**OTTAWA COUNTY  
PERSONNEL POLICIES AND PROCEDURES**

**EFFECTIVE DATE:** SECTION NO. 20  
**SUPERSEDES:** POLICY NO. 12  
**SUBJECT: Position Descriptions** RELATED POLICY NO.  
**SCOPE: All Employees of Ottawa County**

1. All regular full-time positions of Ottawa County will have a current Position description on file in Human Resources. The Position description will include the main responsibilities and duties of the position and the minimum qualifications.

Copies will be distributed as follows:

- A. The original shall be filed in human resources.
- B. One copy shall be given to the department head or elected official.
- C. One copy shall be given to the employee.

2. Purposes of position descriptions:

- A. When a position is vacated, the Position Description will be used to determine the minimum qualifications for the applicants.
- B. The position description will be a tool for performance appraisal.
- C. The position description outlines the main responsibilities and duties of the position. It is not intended to be all-inclusive.

3. Request for change to a position description:

When the content of a position changes significantly, the position description will need to be adjusted accordingly. The department head or elected official must contact human resources to request the changes. Human resources will investigate the request and make a recommendation



to the department head based upon typical position description standards. Upon approval, position descriptions will be signed by human resources, department head, or elected official.

- A. An employee that would like to request any type of change should contact their department head or elected official in writing advising of their recommendations for the change. After discussing the change, the department head or elected official should either request the change as outlined above or explain to the employee why a request would not be appropriate.

- 4. The most recent 'signed and approved' position description in human resources will be considered the current description.

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Scott Mortimer, Chairperson  
Ottawa County  
Board of County Commissioners



**OTTAWA COUNTY  
PERSONNEL POLICIES AND PROCEDURES**

**EFFECTIVE DATE:**

**SECTION NO. 20**

**SUPERSEDES:**

**POLICY NO. 15**

**SUBJECT: Post offer Strength Test**

**RELATED POLICY NO.**

**SCOPE:** Positions Required by department or position description

1. After the job offer is extended but before commencement of work, designated Ottawa County employees may be required to complete a strength test.
2. The county will pay the cost of the testing provided the employee completes the probation period. If the employee does not complete the probation period, the cost of the examination may be billed to the former employee.
3. Positions will be reviewed as needed to determine the essential physical requirements for the position. The position is measured utilizing standards from the department of labor's five levels of placement depending on the strength requirements. Levels are sedentary; light; medium; heavy; or very heavy. Applicants must attain the level of strength requirements as determined in the position description.

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Scott Mortimer, Chairperson  
Ottawa County  
Board of County Commissioners



**OTTAWA COUNTY  
PERSONNEL POLICIES AND PROCEDURES**

**EFFECTIVE DATE:**

**SECTION NO. 20**

**SUPERSEDES:**

**POLICY NO. 16**

**SUBJECT: Attendance and Punctuality**

**RELATED POLICY NO.**

**SCOPE: All Ottawa County Employees**

1. Ottawa County expects employees to be present during their designated working hours. Attendance, punctuality, dependability, and a commitment to doing the job right are always essential. As such, employees are expected to be at work on scheduled workdays, during scheduled work hours, and to report to work on time.
  - a. The following are examples of violations of the attendance and punctuality policy:
    - excessive tardiness and absenteeism.
    - leaving work early without a supervisor's approval.
    - excessive breaks or tardiness from lunch breaks
    - unauthorized absences from the work area; and
    - failure to directly notify the employee's Supervisor of an absence before the beginning of the scheduled workday.
  - b. Occasionally it may be necessary for an employee to be absent or late for the employee's work shift. Ottawa County is aware of and sensitive to the nature of emergencies, illness, or pressing personal business which cannot be scheduled outside of an employee's work hours. Sick days, Vacation days, and Personal Leave are provided for these occasions.



1. It is the responsibility of the employee's supervisor to monitor the employees' attendance if concerns or issues become clear, reports can be drawn from County's current clocking system if needed.
  - a. If an employee is absent up to three (3) consecutive workdays without directly notifying the employee's supervisor, the employee will be considered to have abandoned the employee's job and voluntarily terminated employment with Ottawa County.
2. All employees are expected to be at their workstation or location ready to begin work promptly at their scheduled start time. Employees must notify their supervisor if they are unable to report to work on time. Violations of the attendance and punctuality policy may result in disciplinary action, up to and including termination.

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Scott Mortimer, Chairperson  
Ottawa County  
Board of County Commissioners



**OTTAWA COUNTY  
PERSONNEL POLICIES AND PROCEDURES**

**EFFECTIVE DATE:** SECTION NO. 20  
**SUPERSEDES:** POLICY NO. 17  
**SUBJECT: Confidentiality** RELATED POLICY NO.  
**SCOPE: All Ottawa County Employees**

**Purpose:**

Ottawa County recognizes that certain information to which employees have access constitutes valuable, secret, special, and unique assets of the county. This policy is intended to protect the confidentiality of such information and ensure it is used appropriately and exclusively for the benefit of Ottawa County.

**Policy Statement:**

All employees of Ottawa County are required to recognize and acknowledge that confidential information constitutes valuable, proprietary assets of the county. Accordingly, employees agree to the following terms:

**1. Confidentiality Obligations:**

- a. Employees shall only use Confidential Information for the purpose of conducting official Ottawa County business.
- b. Employees shall not disclose confidential information to any person, firm, corporation, association, or other entity for any reason or purpose without the prior written consent of Ottawa County.
- c. This obligation of confidentiality continues after the termination of employment with Ottawa County, whether such termination is voluntary or involuntary, and regardless of the reason.

**2. Ownership of Information:**

All Confidential Information is and shall remain the sole property of Ottawa County. Upon



termination of employment or upon demand by Ottawa County, employees must return all confidential information in their possession, whether physical or electronic, without keeping any copies.

### **3. Definition of Confidential Information:**

"Confidential Information" includes, but is not limited to:

- a. Trade secrets.
- b. Methods of conducting business.
- c. Vendor and prospect lists and related records (in any format or location).
- d. Financial information.
- e. Marketing strategies.
- f. Data systems and management systems.
- g. Other written, verbal, or electronically stored information used by or available to employees is not generally known or accessible to the public or competitors.

#### **This definition excludes information which:**

- a. Becomes publicly available through no wrongful act by the employee; or
- b. Is lawfully obtained by the employee from a third party not under a duty of confidentiality to Ottawa County.

#### **Internal Access and Handling:**

Employees understand that Confidential Information may be freely accessed by authorized employees within Ottawa County for work-related purposes.

### **4. Violations and Enforcement:**

Any employee found to be in violation of this confidentiality policy will be subject to disciplinary action, up to and including termination of employment. Legal action may also be pursued in case of unauthorized disclosure or misuse of confidential information. Employees must acknowledge this policy in writing and adhere to its terms as a condition of employment.

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Scott Mortimer, Chairperson  
Ottawa County  
Board of County Commissioners



**Appendix A:**

**Employee Acknowledgment of Ottawa County Confidentiality Policy**

I, the undersigned, acknowledge that I have received, read, and understand the Ottawa County Confidentiality Policy.

**I understand that:**

- Confidential Information is defined broadly and includes any non-public information related to Ottawa County operations, including but not limited to financial data, methods, systems, records, and internal communications.
- I must keep confidentiality of such information during and after my employment with Ottawa County.
- I may only use Confidential Information for the purpose of conducting official Ottawa County business and only as authorized.
- I must not disclose Confidential Information to any third party without prior written authorization from Ottawa County.
- Upon the termination of my employment, I am required to return all materials containing Confidential Information and not retain any copies.
- Violation of this policy may result in disciplinary action, up to and including termination of employment, and may subject me to legal action.

I understand that compliance with this policy is a condition of my employment with Ottawa County and that questions regarding the policy should be directed to my supervisor or the human resources department.

**Employee Name (Printed):** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_



OTTAWA COUNTY

EST. 1866

**OTTAWA COUNTY  
PERSONNEL POLICIES AND PROCEDURES**

**EFFECTIVE DATE:**

**SECTION NO. 20**

**SUPERSEDES:**

**POLICY NO. 21**

**SUBJECT: Voluntary Terminations/Resignations**

**RELATED POLICY NO.**

**SCOPE: All Employees of Ottawa County**

1. Any employee who wishes to end their employment with the county shall give written notice to their department head. The notice shall be forwarded to human resources and be filed in the employee's file in human resources.
2. Employees are requested to give at least **(14) fourteen-calendar days of notice**. If an employee does not give notice, department head or human resources will make a written statement concerning such failure to let them know, this statement will be inserted in the employee's permanent record.
3. Employees who fail to give a 14-day notice may not be considered for rehire in the future. A department head may accept a resignation at once, waive the 14-day notice, and remove the employee from their position if the supervisor feels actions are warranted.
3. An employee who resigns shall be paid the earnings from the last pay period on the regularly scheduled payday.
4. An employee who has given termination/resignation notice in writing shall be paid for all time worked until the established termination date, plus accrued vacation and sick leave.



5. Whenever an employee's employment is ended or resigned, they shall return to the Department head, elected official, or human resources all property in their possession belonging to the County and/or department per Ottawa County Policy.

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Scott Mortimer, Chairperson  
Ottawa County  
Board of County Commissioners



**EXITING EMPLOYEE CHECK LIST**

**TO BE COMPLETED BY SUPERVISOR & REVIEWED BY DEPARTMENT HEAD.**

**FORWARD TO HUMAN RESOURCES WITHIN 5 DAYS OF COMPLETION.**

Employee Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Department: \_\_\_\_\_

Last Day Worked: \_\_\_\_\_

Reason for Exit:  Resignation  Retirement  Termination  Layoff

Other: \_\_\_\_\_

**Collect the following items from the Staff:**

	Identification Cards		Credit Card		Uniforms
	Desk Keys/File Cabinets		Tools		
	Laptop / PC		Cell Phone		

**Notify the Following Offices: Lock-it, Facility Maintenance, Commissioners**

	Human Resources		Payroll		Facilities Director

I have submitted all property that has been issued by Ottawa County: \_\_\_\_\_  
Exiting Employee

I have received all Property from exiting employee Staff Signature: \_\_\_\_\_  
Supervisor / HR



**OTTAWA COUNTY  
PERSONNEL POLICIES AND PROCEDURES**

**EFFECTIVE DATE:**

**SECTION NO. 20**

**SUPERSEDES:**

**POLICY NO. 23**

**SUBJECT: Exit Evaluations**

**RELATED POLICY NO.**

**SCOPE: Exiting Ottawa County Employees**

**Purpose:**

The purpose of this policy is to ensure that, when possible, an exit interview is conducted with any departing Ottawa County employee. The goal is to evaluate employee experience, identify organizational deficiencies, and gain constructive feedback that can help improve county operations and employee engagement.

**Scope:**

This policy applies to all regular full-time and part-time employees of Ottawa County who separate from employment, including voluntary resignations, retirements, and involuntary terminations. It excludes seasonal or temporary positions unless otherwise determined by Human Resources.

**Policy:**

**1. Exit Interview Process:**

- Human Resources will make reasonable efforts to schedule an exit interview with departing employees before or shortly after their last day of employment.
- Interviews will be conducted in person, by phone, or through a written or electronic survey depending on employee availability and preference.

**2. Involuntary Terminations:**



- Employees who are involuntarily terminated, an exit interview will typically not be conducted at the time of separation.
- Human Resources will reach out later (e.g., 1–2 weeks post-termination), allowing time for the individual to reflect and participate voluntarily.
- Participation in post-termination exit interviews is optional and managed with discretion and respect.

### **3. Interview Topics:**

Interview discussions or surveys may include:

- Reasons for separation
- Job satisfaction
- Relationship with supervisors and coworkers
- Training, development, and career growth opportunities
- Compensation and benefits
- Workplace environment and culture

### **4. Confidentiality:**

- All responses will remain confidential to the extent allowed by law.
- Feedback will be aggregated for trend analysis and shared only in summary form with leadership unless permission is granted to share specifics.

### **5. Data Use and Reporting:**

- Human Resources will analyze exit interview data to identify common themes or concerns.
- Summarized data may be presented periodically to department heads and the County Commission to support continuous improvement efforts.

### **6. Follow-Up Actions:**



- Where recurring issues or concerns are identified, Human Resources may work with departments or leadership to address them through policy updates, training, or organizational changes.

**Policy Review:**

This policy shall be reviewed every three (3) years, or sooner, if necessary, to ensure alignment with best practices and the needs of Ottawa County.

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Scott Mortimer, Chairperson  
Ottawa County  
Board of County Commissioners



OTTAWA COUNTY CONFIDENTIAL EMPLOYEE EXIT INTERVIEW FORM

Date: \_\_\_\_\_

Location/Department: \_\_\_\_\_ Supervisor: \_\_\_\_\_

PART I: REASONS FOR LEAVING

More than one reason may be given if appropriate: if so, circle primary reason.

• RESIGNATION:

Took another position		Dissatisfaction with salary
Pregnancy/home/family needs		Dissatisfaction with type of work
Poor health/physical disability		Dissatisfaction with supervisor
Relocation to another city		Dissatisfaction with co-workers
To attend School		Dissatisfaction with working conditions
Other (specify below)		Dissatisfaction with benefits.

• LAID OFF

RETIREMENT

Lack of work		Voluntary Retirement
Abolition of position		Disability Retirement
Lack of funds		Regular Retirement
Other (specify below)		

PART II: COMMENTS/SUGGESTIONS FOR IMPROVEMENT

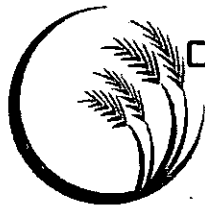
We are interested in what our employees have to say about their work experience with the Crawford County. Please complete this form.

1. What did you like most about your job?

\_\_\_\_\_

2. What did you like least about your job?

\_\_\_\_\_



**3. How did you feel about the pay and benefits?**

	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>
Rate of pay for your job				
Paid Holidays				
Paid Vacations				
Sick Leave				
Retirement plan				
Medical coverage for self				
Medical coverage for dependents				
Life insurance				

**4. COMMENTS:**

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**5. a) If you are taking another job, what kind of work will you be doing?**

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b) What has your new place of employment offered you that is more attractive than your present position?

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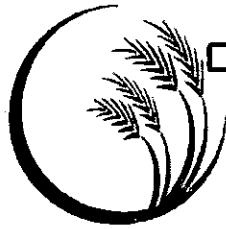
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**6. Could Ottawa County have made any improvements that might have influenced you to remain with Ottawa County?**

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**HR Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**OTTAWA COUNTY**

EST. 1866

**OTTAWA COUNTY  
PERSONNEL POLICIES AND PROCEDURES**

**EFFECTIVE DATE:**

**SECTION NO. 30**

**SUPERSEDES:**

**POLICY NO. 02**

**SUBJECT: Pay Deductions and Pay Corrections**

**RELATED POLICY NO.**

**SCOPE: All Employees of Ottawa County**

**Purpose**

This policy outlines Ottawa County's procedures and responsibilities related to payroll deductions and administrative pay corrections. The county is committed to ensuring all employees are compensated accurately and in compliance with applicable laws.

**Pay Deductions**

Ottawa County is legally required to make certain deductions from employee paychecks. These mandatory deductions include, but are not limited to:

- Federal income tax
- State income tax.
- Local income tax (if applicable)
- Social Security (FICA) contributions
- Medicare contributions
- Court-ordered garnishments
- Any other deductions required by law.

In addition, employees may voluntarily authorize deductions, such as those for employee benefits, retirement plans, or other county-sponsored programs, in accordance with applicable policies and procedures.



Employees are encouraged to review their pay stubs regularly. If an employee has any questions or concerns regarding a deduction, they should contact the Payroll Clerk for clarification.

### **Administrative Pay Corrections**

Ottawa County strives to ensure all employees are paid accurately and in a timely manner. If an employee identifies an error in their paycheck—such as an overpayment, underpayment, or incorrect deduction—it is their responsibility to notify the Payroll Clerk as soon as possible.

Upon notification, the Payroll Clerk will investigate the issue promptly and coordinate with the appropriate departments to resolve the error. Any necessary corrections will be made as quickly as possible, typically in the next payroll cycle or as otherwise appropriate.

In cases of underpayment, Ottawa County will make efforts to correct the error promptly through an off-cycle payment if necessary.

In cases of overpayment, the county will recover the overpaid amount through deductions from future paychecks or other methods consistent with applicable laws and regulations.

### **Policy Acknowledgment**

Employees will be provided a copy of this policy upon hire and are expected to acknowledge their understanding of its contents. Questions regarding this policy may be directed to the Human Resources Department or the Payroll Clerk.

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Scott Mortimer, Chairperson  
Ottawa County  
Board of County Commissioners



**OTTAWA COUNTY  
PERSONNEL POLICIES AND PROCEDURES**

**EFFECTIVE DATE:**

**SECTION NO. 50**

**SUPERSEDES:**

**POLICY NO. 08**

**SUBJECT: Drug & Alcohol Testing**

**RELATED POLICY NO.**

**SCOPE: All Employees of Ottawa County Excluding Employees Required to Have a Commercial Driver License (CDL)**

In order to increase employee productivity, prevent accidents, and create a safer work environment:

It is the policy of Ottawa County that any location where county business is conducted, whether on or off county-owned property, is declared to be a drug free workplace.

Employees are banned from unlawfully manufacturing, distributing, dispensing, or possessing intoxicants, narcotics, or controlled substances in the workplace, except for Law Enforcement Officers in performing legitimate Law Enforcement duties.

Employees are prohibited from being impaired or under the influence of intoxicants, narcotics, or controlled substances in the workplace. Having presence in one's system, a detectable amount of any intoxicant, narcotic or illegal drug is considered being under the influence. The term "controlled substance" or "illegal drugs" shall be defined in accordance with the Kansas Criminal Statutes including K.S.A. 65-41 01 et. seq.

CBD OIL: The claimed use of CBD oil shall not be considered a medical excuse for a positive marijuana test.

The use of intoxicants, non-prescribed drugs, or prescribed drugs by employees while on the job, where the taking of could impair their judgements as determined by their supervisor, will require the following actions:



1. Upon reasonable suspicion of substance abuse, a second supervisor or department head shall be notified to make a second evaluation of the employees' condition for verification. If both parties determine that they believe the employee is under the influence, the employee will be taken to an authorized doctor or suitable place of testing to determine the degree of impairment.  
  
A drug/alcohol test will be administered at that time. If the employee is found to be impaired, the employee will be taken home for the remainder of the day without pay.
2. All Ottawa County employees operating a vehicle involved in an accident which renders the vehicle immobile, results in personal injury, or the death of individual, will be subject to submit to a drug/alcohol test to determine if they are impaired or under the influence of drugs or intoxicants. It is the county's option to determine what type of test will be administered.
3. Employees who refuse to submit to a test may result in termination for violation of policy and insubordination for their refusal.
4. When it is determined that the employee has taken an intoxicant, non-prescribed drug or an illegal drug or has abused a prescribed drug and was under the influence and his/her ability was impaired in the workplace, an investigation will be conducted and a determination by the department head, to determine what further disciplinary action will be taken. Employees failing a drug test are subject to discipline, up to and including termination.
5. The county reserves the right to offer employees convicted of violating a criminal drug statute in the workplace participation in an approved rehabilitation of drug abuse assistance program as an alternative to discipline. If such a program is offered and accepted by the employee, the employee must participate in the program to the satisfaction of the county, as a condition of employment.



6. The county assists employees in overcoming drug abuse problems by offering medical benefits for substance-abuse treatment to the extent such treatment is available to that employee under the county health care benefit plan.

Any county employee convicted of violating a criminal drug statute occurring in or outside the workplace, must notify Human Resources in writing of such conviction. This includes pleas of guilty and nolo contendere within five (5) days of the conviction. Failure to inform Human Resources subjects the employee to disciplinary action, up to and including termination. As required by law Ottawa County will notify the Federal contracting Officer/Agency within ten (10) days of receiving such notice from an employee or otherwise receiving notice of such a conviction.

Before a job offer is extended, the applicant may be required to complete a pre-employment drug test depending the position description.

This policy shall become part of the Ottawa County Personnel Policies and Procedures Manual. Steps for discipline and the implementation of this drug policy shall be conducted in accordance with the policies set forth in such manual. All employees are required by law and as a condition of continued employment to abide by this policy in all respects.

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Scott Mortimer, Chairperson  
Ottawa County  
Board of County Commissioners



**OTTAWA COUNTY  
PERSONNEL POLICIES AND PROCEDURES**

**EFFECTIVE DATE:** SECTION NO. 50  
**SUPERSEDES:** POLICY NO. 09  
**SUBJECT: Drug & Alcohol Testing CDL Employees** RELATED POLICY NO. 20.22, 50.08

**SCOPE: Employees of Ottawa County Required to have a Commercial Driver's License (CDL)**

**I. General**

**A. Purpose**

1. The Department of Transportation (DOT), Federal Motor Carriers Safety Administration (FMCSA) requires Ottawa County to establish a drug and alcohol testing program designed to help prevent accidents and injuries resulting from the misuse of alcohol or use of controlled substances by drivers of commercial motor vehicles. Further, the purpose of this policy is to bring Ottawa County into compliance with all regulations, which require affirmative actions to eliminate the impact of the use of controlled substances and misuse of alcohol in the workplace.
2. **This policy does not create any contractual rights in favor of employees to whom the policy is applicable. Nor does this policy in any way alter the at-will nature of employment or imply that discharge will occur only "for cause".**
3. **Those areas of the policy printed in bold and underlined text reflect Ottawa County independent authority to require additional provisions regarding the drug and alcohol testing procedures.**
4. **The presence of controlled substances in the body as well as the use or possession of controlled substances and/or alcoholic beverages while on Ottawa County property, or in any Ottawa County vehicle, or on duty, including breaks or lunch, paid or unpaid, on any shift, is strictly prohibited.**
5. Designated Employer Representative: (Appendix B) contains the name, address and telephone



number of the Designated Employer Representative (DER). The DER is authorized by Ottawa County to take immediate action(s) to remove employees from safety-sensitive duties or cause employees to be removed from these covered duties and to make required decisions in the testing and evaluation processes. The DER also receives test results and other communications for the employer consistent with the requirements of 49 CFR, Part 40

## **B. Applicability**

This policy applies to any employee of Ottawa County who holds a Commercial Driver's License (CDL) and uses that license to operate a commercial motor vehicle. 49 CFR Part 382.107 defines these vehicles as a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle:

- (1) Has a gross combination weight rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds; or
- (2) Has a gross vehicle weight rating of 26,001 or more pounds; or
- (3) It is designed to transport 16 or more passengers, including the driver; or
- (4) Is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act (49 U.S.C. 5103(b)) and which require the motor vehicle to be placarded under the Hazardous Materials Regulations (49 CFR Part 172, Subpart F).

## **C. Testing Procedures**

It is a condition of employment that all employees who hold a Commercial Driver's License (CDL) and use that license to operate a commercial motor vehicle submit to drug and alcohol testing. All testing conducted under this policy will follow procedures as set forth in 49 CFR Part 40. The procedures have been developed to protect the employee and the integrity of the testing process, to safeguard the validity of the test results and to ensure that the test results are attributed to the correct employee.



## D. Definitions

Words and phrases used in this policy are defined and found in 49 CFR Parts 40.3 and 382.107.

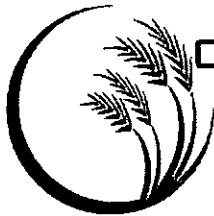
## II. Prohibitions:

### A. Alcohol

1. No driver shall report for duty or remain on duty requiring the performance of safety sensitive functions while having an alcohol concentration of 0.02 or greater.
2. No driver shall use alcohol while performing a safety-sensitive function. **This includes beverages containing alcohol or substances containing alcohol including any medication, mouthwash, food, candy or any other substance that would cause alcohol to be present in the body.**
3. No driver shall perform safety-sensitive functions within four (4) hours after using alcohol.
4. No driver required to take a post-accident alcohol test shall use alcohol for eight (8) hours following the accident or until a post-accident alcohol test has been administered, whichever occurs first.

### B. Controlled Substances

1. The Department of Transportation currently tests for: Marijuana, Cocaine, Amphetamines (Amphetamine, Methamphetamine, MDMA, MDA), Opioids (Codeine, Morphine, Heroin, Hydrocodone, Hydromorphone, Oxycodone, Oxymorphone) and Phencyclidine.
2. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance.
  - a. **Illegal Drugs:** The use of any illegal drug or any substance identified in Schedules I through V of the Controlled Substance Act are prohibited at all times unless a legal prescription has been written for the substance. Illegal use includes use of any illegal drug, misuse of legally prescribed drugs and use of illegally obtained prescription drugs.
  - b. Medical Marijuana or recreational use is prohibited under this policy:



**The federal Government and the Department of Transportation do not recognize Medical Marijuana prescriptions or Recreational Use. Federal Law always supersedes State law(s). The Company shall follow all Federal Government regulations and guidelines regarding Medical Marijuana or Recreational Use and will not allow its employees, individuals, drivers, operators and/or contractors to be employed or perform work at any of the Company's locations, terminals or operations while on Medical Marijuana or Recreational Use.**

- c. Legal Drugs: **The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to a supervisor. In addition, the employee must obtain a written release from a licensed medical practitioner releasing the person to perform their job duties any time they obtain a performance-altering prescription.**
- d. Prescription Drugs: **A legally prescribed drug means that the employee has a prescription or other written approval from a physician for the use of a drug in the course of medical treatment. It must include the patient's name, the name of the substance, quantity/amount to be taken and the period of authorization. The misuse or abuse of legal drugs while performing safety-sensitive functions is prohibited.**
- e. CBD OIL: **The claimed use of CBD oil shall not be considered a medical excuse for a positive marijuana test.**

C. Refusal to submit to a required alcohol or controlled substances test.

No driver shall refuse to submit to an alcohol or controlled substance test required by 49CFR, Parts 40 and 382.



**As an employee, you have refused to take a drug test if you:**

1. Fail to appear for any test (except pre-employment test) within a reasonable time as determined by the employer, consistent with applicable DOT agency regulations, after being directed to do so by the employer.
2. Fail to remain at the testing site until the testing process is complete.
3. Fail to provide a urine specimen for any drug test required by this part or DOT agency regulations.
4. In the case of a directly observed or monitored collection in a drug test, fail to permit the observation or monitoring of the provision of a specimen.
5. Fail to provide a sufficient amount of urine when directed and it has been determined through a required medical evaluation, that there was no adequate medical explanation for the failure.
6. Fail or decline to take an additional drug test the employer or collector has directed you to take.
7. Failing to undergo a medical examination when required.
8. Failing to cooperate with any part of the testing process.
9. For an observed collection, fail to follow the observer's instructions to raise and lower clothing above the waist, lower clothing and underpants and turn around to permit the observer to determine if you have a type of prosthetic or other device that could be used to interfere with the collection process.
10. Possess or wear a prosthetic or other device that could be used to interfere with the collection process.
11. Admit to the collector or supervisor that you adulterated or substituted the specimen.
12. Fail to provide an adequate amount of saliva or breath for any alcohol test required by this part or DOT agency regulations.
13. Fail to provide a sufficient breath specimen and the physician has determined through a required medical evaluation that there was no adequate medical explanation for the failure.
14. The employee refuses to wash their hands, after being directed to do so.



For Pre-employment Tests, the Following Are NOT Refusals:

1. Failure to appear for the test.
2. Failure to remain at the site prior to the commencement of the test.
3. Failure to provide a specimen before the test commences.

### **III. Tests Required: (DOT)**

#### **A. Pre-employment or Transfer testing**

1. Any applicant offered, promotes, or is transferred to a safety sensitive position must first take a pre-employment drug test. This applicant or employee must receive a verified negative test result before performing any safety sensitive function. Details of pre-employment testing and exemptions can be found in 49 CFR Part 382.301.
2. Ottawa County must request alcohol and controlled substances information from previous employers in accordance with the requirements of 49 CFR Parts 40 382.413 and 391.23 (e). Ottawa County must also request alcohol and controlled substances information through the secure online database with the Federal Motor Carrier Safety Administration (FMCSA) Drug and Alcohol Clearinghouse.
3. Applicants offered a safety sensitive position and employees transferring to a safety sensitive position must sign release of information forms allowing Ottawa County to receive alcohol and controlled substances information from previous employers. Applicants offered employment or employees transferring to a safety sensitive position must also provide electronic consent to allow Ottawa County to conduct a full query of their commercial driver's license or commercial learner's permit through the FMCSA Drug and Alcohol Clearinghouse.

#### **B. Post-accident testing**

1. As soon as practicable following an accident, the driver of a commercial motor vehicle, operating on a public road in commerce, must be tested for alcohol and controlled substances under certain conditions.



- a. Alcohol testing must be conducted if a driver receives a citation for a moving violation within eight (8) hours of the accident.
  - b. Drug testing must be conducted if a driver receives a citation for a moving violation within thirty- two (32) hours of the accident.
2. The driver who is subject to post-accident testing shall remain readily available for such testing (meaning that the employer knows the location of the driver). If the employee leaves the scene of the accident prior to submission to such test, the employee may be deemed by the employer to have refused to submit to testing. Nothing in this section shall be construed to require the delay of necessary medical attention for injured people following an accident or to prohibit a driver from leaving the scene of the accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.

**The following chart defines when an accident has occurred and when testing must take place.**

<u>Type of Accident Involved</u>	<u>Citation issued to CMV Driver</u>	<u>Test Required</u>
Human fatality	YES	YES
	NO	YES
Bodily injury with immediate medical treatment away from the scene	YES	YES
	NO	NO
Disabling damage to any motor vehicle requiring tow away	YES	YES
	NO	NO

Details of post-accident testing and exemptions can be found in 49 CFR Part 382.303



## Random Testing

All drivers that perform safety sensitive functions are subject to random drug and alcohol testing.

1. Random testing will be unannounced and unpredictable; spread reasonably throughout the calendar year. Testing will be conducted at all times of the day when safety sensitive functions are performed.
2. Employees are required to proceed immediately to the collection site once notified of testing.
3. Drug tests will be conducted anytime a safety sensitive employee is on duty. Alcohol tests will only be conducted on an employee immediately before performing, while performing or just after performing a safety sensitive function.
4. The list of employees selected will be retained by the DER in a secure location.

Details of the random testing process can be found in 49 CFR Part 382.305.

## C. Reasonable suspicion testing

All drivers that perform safety sensitive functions are subject to reasonable suspicion alcohol and/or drug testing. A reasonable suspicion referral for testing will be made on the basis of documented objective facts and circumstances that are consistent with the short-term effects of substance abuse or alcohol misuse. A supervisor must make the determination to test based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the driver. A second supervisor from another department must confirm the suspicion of the first supervisor before a test may be requested.

Examples of reasonable suspicion include, but are not limited to, the following:

1. Physical signs and symptoms consistent with prohibited substance use or alcohol misuse.
2. Evidence of the manufacture, distribution, dispensing, possession, or use of controlled substances, drugs, alcohol, or other prohibited substance.
3. Occurrence of a serious or potentially serious accident that may have been caused



by prohibited substance abuse or alcohol misuse.

Details of the reasonable suspicion testing process can be found in 49 CFR Part 382.307.

D. Return-to-duty testing.

Details of the return-to-duty testing process can be found in 49 CFR Part 40, Subpart O.

E. Follow-up testing

Details of the follow-up testing process can be found in 49 CFR Part 40, Subpart O.

**IV. Handling of test results, confidentiality**

A. Access to records

1. Except as required by law or expressly authorized by release by an employee, Ottawa County will not release driver information that is contained in records required to be maintained under 49 CFR Parts 40 and 382.
2. A driver is entitled, upon written request, to obtain copies of any records pertaining to the driver's use of alcohol or controlled substances, including any records pertaining to his or her alcohol or controlled substances tests.
3. A driver's testing records will be made available to a subsequent employer upon receipt of a written request from the driver.
4. Ottawa County may disclose information required to be maintained pertaining to a driver to the decision maker in a lawsuit, grievance or administrative proceeding initiated by or on behalf of the individual and arising from a positive DOT drug or alcohol test or a refusal to test (including, but not limited to, adulterated or substituted test result), (including, but not limited to, a worker's compensation, unemployment compensation, or other proceeding relating to a benefit sought by the driver).

**V. Consequences for drivers engaging in prohibited conduct**

A. Use of drivers who fail or refuse a drug test.

1. General. Compliance with this drug testing policy is a condition of employment. Refusal to take a required drug test or failure of a drug test shall result in removal from performing safety sensitive functions. **Additional disciplinary action up to and including**



**termination may result.**

2. Prohibitions On Use. Ottawa County will remove from performing a safety sensitive function any employee who:
    - a. Fails a drug test, or
    - b. Refuses to take a drug test required by this policy.
  3. Required Referrals and Evaluation. Any applicant or employee who fails or refuses a drug test will be referred to (EAP) Employee Assistance Program for evaluation and determination of necessary treatment.
  4. **An employee may be given an opportunity to retain his or her employment, provided they first do the following:**
    - a. Have been evaluated by (SAP) and
    - b. Have completed the recommended evaluation/rehabilitation program successfully, and
    - c. Receive a verified negative test result on a return-to-duty test.
- B. Retesting of Drug Positive Samples
1. General. An applicant/employee may request a retest of a positive sample, within seventy-two (72) hours of notification of the positive test result from the MRO. **The request may be verbal or in writing to the MRO**
  2. Retest Provisions: The retest will be conducted at a different SAMHSA certified laboratory. The test will be conducted on the split sample that was provided by the applicant/employee as the original sample. **All costs for such testing are to be reimbursed to Ottawa County by the applicant/employee unless the result of the split sample test invalidates the result of the original test.** The method of collection, storing and testing the split sample will be consistent with the procedures set forth in 49 CFR Part 40.
  3. Detection Levels. Because some analytes deteriorate or are lost during freezing and/or storage, quantitation for a retest is not subject to a specific cutoff requirement but must provide data sufficient to confirm the presence of the drug or metabolite.
- C. Use of drivers who fail or refuse an alcohol test.



1. General compliance with this alcohol testing policy is a condition of employment. Refusal to take a required alcohol test or failure of an alcohol test will result in removal from performing safety sensitive functions. **Additional disciplinary action up to and including termination may result.**
2. Refusal and Prohibited Conduct. Ottawa County will remove from performing a safety sensitive function any employee who:
  - a. Has a confirmed alcohol test result of 0.02 or higher but less than 0.04. This driver must be removed from duty for a minimum of twenty-four (24) hours. This is not a positive test requiring an SAP referral.
  - b. Fails an alcohol test with a confirmed result of 0.04 or higher, or
  - c. Refuses to take an alcohol test required by this policy (See Section II.C).
3. Required Referrals and Evaluation. Any employee who fails or refuses an alcohol test will be referred to (EAP) for evaluation and treatment.
4. **An employee may be given an opportunity to retain their employment, provided they first do the following:**
  - a. Have been evaluated by (EAP), and
  - b. Have completed the recommended evaluation/rehabilitation program successfully, and
  - c. Receive a verified negative test result on a return-to-duty test.

**D. All costs associated with the evaluation and rehabilitation program are the responsibility of the employee.**

**E. Employees should consult their health insurance policy for extent of nervous, mental and substance abuse coverage.**

**F. A second positive test, whether drug or alcohol or the equivalent, will result in immediate termination of employment.**

G. Additional Requirements

**Ottawa County may impose such additional disciplinary actions as deemed appropriate. This may include removal from performing covered functions, suspension (with or without pay), up to and including termination.**



## **VI. FMCSA CLEARINGHOUSE**

The Commercial Driver's License Drug and Alcohol Clearinghouse (Clearinghouse) is a database containing information regarding drivers who are subject to FMCSA Drug and Alcohol Testing Regulations. The following personal information will be reported to the Clearinghouse for covered drivers:

1. A verified positive, adulterated or substituted drug test result.
2. An alcohol confirmation test with a confirmation of 0.04 or higher.
3. A refusal to submit to DOT test.
4. An employer's report of actual knowledge that a driver has:
  - a. Used alcohol while performing safety-sensitive functions:
  - b. Used alcohol within four hours of performing a safety-sensitive function.
  - c. Used alcohol for eight hours following involvement in an accident or until he or she submits to the post-accident drug and alcohol test; or
  - d. Used a controlled substance.
5. A substance abuse professional (SAP) report of the successful completion of the return-to-duty process.
6. A negative return-to-duty test; and
7. An employer's report of completion of follow-up testing.

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Scott Mortimer, Chairperson  
Ottawa County  
Board of County Commissioners



## **APPENDIX A**

### **Alcohol and Controlled Substances use supplement**

#### **A. Why you should get involved:**

**1.** Although Ottawa County has no history of substance abuse problems, we recognize that substance abuse, alcoholism and alcohol misuse are problems throughout America.

**2.** There are three good reasons why you should be concerned if any of your co-workers are using drugs or alcohol on the job.

- a. Your health and safety may be at risk.
- b. Substance abuse and alcohol misuse cost you money.
- c. Substance abuse and alcohol misuse creates a negative work environment.

**3.** According to the National Institute on Alcohol Abuse and Alcoholism, drug and alcohol use on the job costs society an estimated \$102 billion a year. Since most of this cost is passed on to you in the form of higher health insurance rates or in consumer prices, drug and alcohol use on the job costs you and your fellow workers a significant amount of money.

**4.** Absenteeism among problem drinkers or alcoholics is 3.9 to 8.3 times greater than normal. If your fellow workers don't come to work, you may have to do their jobs in addition to your own.

**5.** Workers who use drugs and/or misuse alcohol don't function at their full potential. Not only is absenteeism a problem, when they are at work these employees may have reduced capabilities and productivity.

**6.** No matter what your position is in the organization, there is something you can do to ensure that drug and alcohol use on the job never becomes a problem at the company. Acceptance of any misuse puts you, this company and the public at risk.

**7.** Workers who use alcohol and other drugs affect everyone. Studies show that compared to alcohol and drug-free workers, substance abusers are far less productive, miss more workdays, are more likely to injure themselves or someone else and file more workers' compensation claims.

**8.** The measurable dollar costs of workplace substance abuse from absenteeism, overtime pay, tardiness, sick leave, insurance claims and workers' compensation can be substantial. However, the hidden costs resulting from diverted supervisory and managerial time, friction among workers, damage to equipment and damage to the company's public image means that workplace substance abuse can further cut profits and competitiveness.



9. Alcohol can also destroy relationships, lead to serious problems with the law (e.g., drunk driving) and even cause harm to the people you love.
10. If taking drugs and drinking affects your work life, it could lead to job loss and all the financial problems that would follow.

## **B. Effects on an individual's health, work, & personal life**

### **Alcohol**

1. Alcohol is a central nervous system depressant. Taken in large quantities, it causes not only the euphoria associated with being drunk, but also adversely affects your judgment, ability to think and your motor functions. Drink enough alcohol fast enough and it can kill you.
2. Long term overuse of alcohol can cause liver damage, heart problems, sexual dysfunction and other serious medical problems.
3. In some cases, alcohol use can lead to physical and psychological dependence on alcohol. Alcoholism is a serious chronic disease. Left untreated it will inevitably get worse.

### **Marijuana**

1. Marijuana is a central nervous system depressant. It causes a feeling of euphoria, increased sense of well-being, lack of motivation, lowered inhibitions, talkativeness, dry mouth and throat, increased appetite, impaired coordination, concentration and memory, and increased heart rate.
2. Long term use may result in deteriorating work performance, "burn out" involving muddled thinking, acute frustration, depression and isolation, impaired sexual development and fertility including production of abnormal sperm and menstrual irregularities, damage to the lungs and pulmonary system, hallucinations and paranoia, increased risk to safety and health as a result of impaired judgment and motor abilities.
3. Prolonged use of marijuana often results in psychological dependence for the user. Moreover, marijuana is considered a "gateway" drug. Casual users of marijuana often become chronic users or become abusers of "harder" drugs.

### **Cocaine**

1. Cocaine is a central nervous system stimulant. It causes brief but intense feelings of euphoria and competence, increases pulse, blood pressure, body temperature and respiratory rate. It dilates the pupils of the eyes, causes extreme excitability and anxiety and produces sleeplessness and chronic fatigue.
2. Long-term use results in bleeding and other damage to nasal passages, paranoid psychosis, hallucinations and other mental abnormalities. Use causes impaired driving ability and death



caused by heart or respiratory failure.

3. Cocaine users often become psychologically and physically dependent on the drug after relatively short periods of use. In many cases, crack cocaine use leads to virtual immediate addiction.

### **Amphetamines/Methamphetamines**

1. Amphetamine is a central nervous system stimulant. It causes feelings of alertness and euphoria, increases heart rate and blood pressure. It dilates the pupils of the eyes, decreases appetite, enables the user to go without sleep for relatively long periods of time and causes distorted thinking.
2. Use causes dizziness, headaches, blurred vision, sweating, loss of coordination, tremors, convulsions, physical collapse, anorexia and malnutrition resulting from decreased appetite. It causes sudden blood pressure increases from injections resulting in fever, stroke or heart failure, nervousness, irritability, drastic mood swings, hallucinations, paranoia, physical collapse and brain deterioration; overdose or continued heavy use can be fatal.
3. Amphetamines are addictive both physically and psychologically. Following the use of amphetamines, many users experience a "crash" which is often counteracted by taking more of the drug, creating an increasingly difficult pattern to break.

### **Opioids**

1. Opioids are central nervous system depressants. The physical effects of opiates depend on the opioid used, the dose and how the drug is taken. Effects may include short lived state of euphoria, followed by drowsiness, slowed heart rate, breathing, and brain activity, depressed appetite, thirst, reflexes, and sexual desire and increased tolerance for pain.
2. The most common dangers associated with opioid misuse are: AIDS, blood poisoning and hepatitis as the result of drug injection and use of un-sterilized or "shared" needles, death resulting from the injection of impure heroin, death resulting from an unexpectedly high purity of the drug, convulsions, coma or death from overdose.
3. Opioids, particularly heroin, have an unusually high potential for abuse and addiction. Heroin addiction often leads to malnutrition, infection and unattended injuries and diseases. Addicts tend to continue using the drug despite damaging physical and psychological consequences.

### **Phencyclidine (PCP)**

1. PCP is a central nervous system stimulant. The physical effects of PCP include altered states of consciousness, disorientation, confusion and memory loss; highly unpredictable and sometimes bizarre or even violent behavior; extreme agitation; impaired driving ability and increased tolerance to pain.

- 2.** The most common dangers of PCP use are mental changes resembling schizophrenia, severe depression and loss of learning abilities and violent and other "intoxicated": behaviors resulting in bodily harm or death.
  - 3.** Physical dependence on PCP has been documented and may be accompanied by memory loss, violence, weight loss and paranoia. Symptoms of withdrawal include headaches, intense cravings for the drug, increased need for sleep and "flashbacks" for a period of years.
- C.** Signs and symptoms of alcohol misuse - Any one or more of the following signs may indicate a drinking problem:
- Family or social problems caused by drinking.
  - Job or financial difficulties related to drinking.
  - Loss of a consistent ability to control drinking.
  - "Blackouts" or the inability to remember what happened while drinking.
  - Distressing physical and/or psychological reactions if you try to stop drinking.
  - A need to drink increasing amounts of alcohol to get the desired effect.
  - Marked changes in behavior or personality when drinking.
  - Getting drunk frequently.
  - Injuring yourself or someone else while intoxicated.
  - Breaking the law while intoxicated.
  - Starting the day with a drink.
- D.** Signs and symptoms of substance abuse - Any one or more of the following signs may indicate an abuse problem:
- Poor physical coordination/slow reactions and slurred speech.
  - The odor of marijuana smoke in the area.
  - Hand tremors or unsteady walking.
  - Dilated or constricted pupils.
  - Disorientation/unusual restlessness.
  - Combative behavior, loud arguing or fighting.
  - The presence of drug paraphernalia and/or observing the employee ingest, inject, smoke or inhale (snort) a prohibited substance.
  - Work performance problems including a deterioration in quality and/or quantity of work.
  - Problems with attendance such as tardiness and increasing absenteeism.
  - Increased accidents and injuries.
  - Poor judgment and difficulty in concentration.
  - Personality changes, including aggressiveness, mood changes, fearful or paranoid behavior.
  - Negligence in personal hygiene or pale or sickly complexion.
  - Social withdrawal, including isolation, overreaction to criticism and lack of eye contact.
  - Emotional changes such as noticeable signs of anxiety or depression, paranoia or excessive laughing.
- E.** Available methods of evaluating and resolving problems associated with the misuse of drugs or alcohol:



**1. Outpatient programs exist in a variety of settings:**

- a. Community mental health centers.
- b. Full-service agencies.
- c. Private physicians' and therapists' offices.
- d. Occupational settings.
- e. Specialized alcoholism treatment facilities.

**2. Inpatient services, designed for those with more serious problems, can be found in hospitals, residential care facilities, community halfway houses, and some alcohol clinics.**

**F. Where to find help for you or a co-worker:**

- Employee Assistance Program (Your employee assistance program (EAP) provider) 1-800-624-5544
- Al-Anon / Al-Ateen 1-800-356-9996
- Narcotics Anonymous 1-818-773-9999



## **APPENDIX B**

### **Drug and Alcohol Testing Program Personnel and Services**

#### **1. Designated Employer Representative (DER) Primary Contact**

Human Resources  
307 N Concord Suite 102  
Minneapolis, Ks 67467  
(785) 392-2279 Ext 255

#### **2. Local Collection Site**

Ottawa County Health Department  
817 A Argyle Ave  
Minneapolis, Kansas 67467  
(785) 392-2822

#### **3. Compliance One**

2121 SW Chelsea Dr  
Topeka, Ks 66614  
(800) 392-3605

In most instances the Compliance One mobile collector can do collections on site. However, a local collection site has been set up for use when the on-site collector is unavailable.

#### **4 Certified Laboratory**

Clinical Reference Laboratory  
8433 Quivira  
Lenexa, KS 66215  
Toll-Free: 1-800-445-6917

#### **5 Employee Assistance Program (EAP)**

LUCET 800-624-5544



## **APPENDIX C**

### **Employee/Supervisory Positions Subject to Drug Testing (Job Classifications/Titles)**

Employee positions requiring a Commercial Driver's License subject to alcohol and drug testing.

- a. Road & Bridge Administrator
- b. Assistant Road & Bridge Administrator
- c. Crew and Truck Driver Supervisors
- d. Heavy Equipment Operator
- e. Mechanic
- f. Truck Driver Trainee with a commercial learner's permit
- g. Truck Driver
- h. Maintenance
- i. Noxious Weed & Maintenance Supervisors
- j. Public Transportation / Bus Drivers



**APPENDIX D**  
**Employee Acknowledgement of Drug and Alcohol Testing Policy**

As an employee in a safety-sensitive position, I acknowledge that I have received, read, and understand Ottawa County's Drug and Alcohol Testing Policy and related educational materials.

I understand that, in accordance with county policy and applicable federal and state regulations, I may be required to submit to drug and/or alcohol testing, which may include pre-employment, random, reasonable suspicion, post-accident, return-to-duty, and follow-up testing. I understand that such testing may be unannounced and conducted as required by law or policy.

I further understand that, depending on the results of a drug and/or alcohol test, I may be referred to an education or treatment program as required by applicable regulations.

I agree to comply with all provisions of the Drug and Alcohol Testing Policy as a condition of my continued employment. I acknowledge that this policy does not create a contract of employment, does not confer any contractual rights, and does not alter the at-will nature of my employment. Nothing in this policy guarantees continued employment or limits Ottawa County's ability to take disciplinary action, up to and including termination, in accordance with applicable law.

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ottawa County Representative

\_\_\_\_\_  
Date