

TOWN OF COLCHESTER
HUMAN RESOURCES DEPARTMENT

TO: Mary Bylone, First Selectman
Board of Selectman

FROM: Shannon Ramsby, Human Resources Director *JSR*

DATE: September 1, 2021

RE: Authorization to Execute Professional Services Agreement and Adoption of Drug and Alcohol Policy

The Proposal for Professional Services; CCM Drug and Alcohol Testing Consortium (see attached) is for the provision of random drug testing services for those town staff who are required to hold a Commercial Driver's License per their job description and duties. The random testing is required by federal law and was formerly conducted by the town but was dropped at an unknown date. The agreement will bring us into compliance at reasonable cost. Only two department; Public Works and Senior Services have CDL requirements for certain drivers. Monies for drug testing services are already included in their respective budgets.

The Alcohol and Controlled Substances testing Policy (see attached) is required to be adopted by the town and promulgated to and acknowledged by town employee's subject to the testing identified above per applicable law.

Proposed Motion

Authorize the First Selectman to sign all necessary documents related to the CCM Drug and Alcohol Testing Consortium and Town of Colchester and to adopt the Alcohol and Controlled Substance Testing Policy as a Town of Colchester Policy applicable to town employees as defined by the policy.