

City of Minneapolis
Pre-Employment Drug & Alcohol Testing Procedures
(Links to [Policy](#) and [Notification and Consent Form](#))

Governing Policy: Pre-Employment Drug & Alcohol Testing

Synopsis: Establishes roles, responsibilities and procedures for conducting pre-employment drug and alcohol tests on job applicants that have been given a conditional offer of employment for positions covered by the Pre-Employment Drug & Alcohol Testing policy.

Procedure History: Department Approval: August 12, 2008; **City Council Approval (Received & Filed):** August 22, 2008

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Links to Related Regulations: [152.02, Minnesota Statutes](#); [181.951, Minnesota Statutes](#); [Drug-Free Workplace Act of 1988](#)

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**City of Minneapolis - Pre-Employment Drug & Alcohol Testing Procedures
Roles and Responsibilities**

Employees and job applicants for positions with the City of Minneapolis play important roles to ensure compliance with the Pre-Employment Drug & Alcohol Testing policy. City employees must perform the responsibilities as outlined below and in accordance with the procedures developed for this policy.

Role	Responsibility
Hiring Authority	<ol style="list-style-type: none"> 1. Understand and perform responsibilities as it pertains to the hiring of new employees including responsibilities pertaining to Pre-Employment Drug & Alcohol Testing. 2. Ensure that drug & alcohol testing is completed prior to a person starting work. 3. Contact job applicants who have received a conditional job offer to: <ol style="list-style-type: none"> a) Ensure they have been given a copy of the Pre-employment Drug and Alcohol Testing Policy and have signed the Notification and Consent form. b) Inform them they have 24 hours to provide a specimen for collection and testing. 4. Complete and send Referral and Pre-Authorization form to the designated clinic and Alpha Review. 5. After providing conditional job offer, schedule appointment at the designated clinic. 6. Ensure that individuals being considered for hire are given a written conditional job offer prior to a sample being collected by the designated clinic.
Human Resources Associate (HRA)	<ol style="list-style-type: none"> 1. Work with the hiring authority to ensure compliance with the City of Minneapolis Pre-Employment Drug & Alcohol Testing policy and procedures. 2. Notify hiring authority when the results of the pre-employment drug and alcohol test have been received and inform them of the job applicant's continued eligibility (or ineligibility) for the position. 3. Send <i>Post Testing Notification of Rights</i> letter to job applicants. 4. When disqualification occurs because of a positive test result, or when a valid sample with a certified result is not provided, notify the individual of their disqualification and withdraw the job offer. 5. Update the applicant's status in HRIS.
Human Resources Senior Associate (HRSA)	<ol style="list-style-type: none"> 1. Authorize pre-employment drug & alcohol testing for new hires where required. 2. Review pre-employment drug and alcohol test results from the MRO. 3. Notify HRA of pre-employment drug and alcohol test results. 4. Ensure pre-employment drug and alcohol test results are kept confidential and secure. 5. Ensure that the designated clinic is paid for collection and testing related services.
Human Resources Generalist (HRG)	<ol style="list-style-type: none"> 1. Oversee and manage the staffing related services being delivered to assigned customer departments. 2. Respond to questions from job applicants about the Pre-Employment Drug & Alcohol Testing Policy, procedures and test results. 3. Ensure that conditional job offers of employment are withdrawn when appropriate and that Post Result Testing Notifications are sent to all job applicants tested. 4. Provide advice and counsel to the hiring authority on the Pre-Employment Drug & Alcohol Testing Policy and procedures.
Human Resources Director	<ol style="list-style-type: none"> 1. Develop and maintain procedures for implementation and ongoing maintenance of the Pre-Employment Drug & Alcohol Testing Policy. 2. Ensure HR Staff are carrying out their responsibilities. 3. Ensure that the City is complying with applicable laws and regulations. 4. Determine the appropriate means of communicating the Pre-Employment Drug & Alcohol Testing Policy and procedures to all employees.
Risk Management (Finance)	<ol style="list-style-type: none"> 1. Administer and manage the contract with the Medical Review Officer (MRO). 2. Work with MRO to resolve issues related to the delivery of testing services.
Designated Clinic/Medical Review Officer	<ol style="list-style-type: none"> 1. Deliver sample collection and pre-employment drug and alcohol testing related services in accordance with applicable laws and as described in the contract between the designated clinic/Medical Review Officer (MRO) and the City. 2. Follow applicable laws and regulations.

PROCEDURES FOR CONDUCTING PRE-EMPLOYMENT DRUG & ALCOHOL TESTING FOR NEW HIRES

The procedures outlined below determine the process for conducting pre-employment drug and alcohol testing for positions covered by the City of Minneapolis Pre-Employment Drug & Alcohol Testing Policy under the jurisdiction of the Mayor and City Council. Pre-employment drug and alcohol testing will be conducted for job applicants who have received a conditional job offer for positions covered by this policy.

I. **Who is Subject to Pre-Employment Drug & Alcohol Testing** - Pre-employment drug and alcohol testing is required for all job applicants who receive conditional job offers for certain positions under the Mayor and City Council. Job applicant means a person, independent contractor, or person working for an independent contractor who applies to become an Employee of the Employer and includes a person who has received a job offer contingent on the person passing drug and alcohol testing. Job Applicant also includes, but is not limited to, an individual who applies for a temporary position, including a permit position. A job applicant, under this policy, does **not** include a current employee applying for or expressing an interest in another position in the City.

A. **New Hires** – Job applicants for positions covered by the Pre-Employment Drug & Alcohol Testing Policy prior to beginning employment with the City of Minneapolis are subject to pre-employment drug and alcohol testing. New hires are prohibited from beginning employment until:

1. A conditional job offer has been given by the hiring authority;
2. A valid sample with a certified result has been provided;
3. The Medical Review Officer (MRO) notifies the HR Department that a pre-employment drug and alcohol test has been passed.

B. **Positions Covered** – Appointments to appointed, classified and temporary positions that meet one or more of the following criteria are subject to pre-employment drug and alcohol testing:

1. A Driver's License is a minimum qualification; or
2. Access to drugs and alcohol; or
3. Operation of heavy and/or motorized equipment; or
4. Direct interaction with children or vulnerable adults; or
5. Dispatches or responds to life-threatening emergencies; or
6. Handles cash, cash equivalents, checks, securities or has access to bank or investment accounts.¹

Any position that meets one or more of the above criteria will require pre-employment drug and alcohol testing. It is possible that not all positions within a job classification will be subject to drug and alcohol testing.

C. **Positions Not Covered** – Election Workers, Student Interns, Summer Youth Workers, Elected Officials and positions that do not meet one or more of the above criteria in Section I B – Positions Covered, are not subject to the Pre-Employment Drug & Alcohol Testing Policy. Pre-employment drug and alcohol testing will not be done for independent contractors unless they apply to become an employee of the City and have received a conditional offer of employment to an appointed, classified or temporary position subject to the Pre-Employment Drug & Alcohol Testing Policy.

II. PROCEDURES FOR TESTING

A. **Notification and Consent Form** - Before requesting a job applicant to undergo drug and alcohol testing, the hiring authority shall provide the individual with a form on which to (1) acknowledge that

¹ To meet criterion 6, a person in a covered position must regularly handle cash, cash equivalents or checks. Regularly means on at least a weekly basis or any employee who as a part of their job responsibilities has access to cash, cash equivalents or checks valued over \$500. Those who use credit cards for making City-related purchases are excluded from this definition.

the individual has seen a copy of the City of Minneapolis [Pre-Employment Applicant Drug and Alcohol Testing Policy](#), and (2) indicate consent to undergo the drug and alcohol testing.

- B. **Laboratory** - The City shall use the services of a testing laboratory which meets the criteria established by the Minnesota Drug and Alcohol Testing in the Workplace Act pertaining to testing laboratories; however, no test shall be conducted by a testing laboratory owned and operated by the City.
- C. **Testing** - Testing shall be performed in accordance with the Minnesota Drug and Alcohol Testing in the Workplace Act.

III. PROCEDURES FOR HIRING AUTHORITIES AND HUMAN RESOURCES STAFF

A. Upon receipt of a requisition in HRIS from the hiring authority, HR staff will:

- 1. **Job Posting** - For positions subject to pre-employment drug and alcohol testing, include statement on job posting that indicates that all job applicants who receive a conditional offer of employment will be required to pass a pre-employment drug and alcohol test. Applicable job postings must contain a notice substantially as follows:

“All job applicants must pass a pre-employment drug and alcohol test once a conditional offer of employment has been made. Applicants will be required to sign a notification and consent form prior to undergoing drug and alcohol testing. Applicants who do not consent to undergo drug and alcohol testing will not be required to do so and the City will withdraw the conditional job offer resulting in the job applicant no longer being considered for the position.”

This statement will also be presented in writing to potential temporary employees before the City hires them.

The failure of a job posting to include a notice of a pre-employment drug and alcohol test shall not preclude the City from conducting these tests.

- 2. **Classified Positions** - HR Associate (HRA) certifies names to the hiring authority in accordance with applicable Civil Services Rules and labor agreements and includes the Hiring Authority’s Checklist for Pre-Employment Drug and Alcohol Testing. (See Appendix C)
 - 3. **Appointed Positions (If applicable)** - HRA refers names to the hiring authority and includes the Hiring Authority’s Checklist for Pre-Employment Drug and Alcohol Testing.
 - 4. **Temporary Positions (If applicable)** - HRA refers names to the hiring authority and includes the Hiring Authority’s Checklist for Pre-Employment Drug and Alcohol Testing.
- B. Hiring authority interviews job applicant(s), makes selection decision and makes conditional job offer contingent upon the job applicant:
- 1. Providing a valid sample with a certified result and
 - 2. Passing a pre-employment drug and alcohol test. (**Note:** If an employment background check is required for the position, all background checks must be completed prior to the conditional job offer being extended. For more information see the [City of Minneapolis Background Check Procedures](#).)
- C. The hiring authority will first verbally talk to the job applicant and will then provide, email or fax the following information to the job applicant:

- 1. [Pre-employment Drug and Alcohol Testing Policy](#);

2. [Notification and Consent Form for Pre-Employment Drug and Alcohol Testing](#) (See Appendix B); and

Hiring authority documents the exact time of the conditional job offer and job applicant's willingness to take the test.

After completing the above, the hiring authority completes the Pre-Employment Drug & Alcohol Testing and Referral Pre-authorization form (See Appendix G) and sends via email or fax the completed form to Occupational Medicine Consultants (OMC) and copies both the [HRSA](#) (Email: Brianna.berg@minneapolismn.gov; Fax: 612.673.2508) in the HR Department and [Alpha Review](#) (Email: cityofminneapolis@alphareview.com; Fax: 630.305.8199).

The HRSA will authorize payment of the Pre-Employment Drug and Alcohol Testing through Alpha Review and copy the HR Generalist (HRG) and the hiring authority.

Once the job applicant has confirmed their willingness to take the test, the hiring authority will inform the job applicant that they must:

1. Take the test within 24 hours² from the time of the conditional job offer.
 2. Present government issued photo identification to the staff at the collection site. The job applicant is informed that they have 24 hours to appear at the clinic, participate in the test and failure to do so will result in the City withdrawing the conditional job offer.
- D. The HRSA (or designee) monitors and reviews Alpha Review web database for payments and disputes.
- E. When a positive test result occurs, the job applicant will be contacted by the MRO and be given the opportunity to submit information explaining the positive test result. This explanation could include an indication that the job applicant is currently taking (or recently taken) over the counter or prescription medications and any other information relevant to the reliability of, or explanation for, a positive test result. This information must be reported within three (3) working days after notice of a positive test result.
- F. Within 24 hours of the testing, a negative test result is reported to the HRSA in Employment Services via email. The HRSA will notify the appropriate HRA of the negative test result who in turn will notify the Hiring Authority.
- G. Within three (3) working days of the receipt of the test results from the MRO, the HRA sends a Post Testing Notification of Rights letter (See Appendix E) to the job applicant by U.S. Mail (**Note:** This applies to **both** positive and negative test results as well as a failure to provide a valid sample with a certified result.) The letter must explain to the job applicant:
1. Certain test results – A negative test result on an initial screening test or of a negative or positive test result on a confirmatory test.
 2. That they have a right to request and receive from the Employer a copy of the test result report.
- H. Positive test results and failure to provide a valid sample with a certified result are reported via email to HRSA. The HRSA will provide the information to the appropriate HRA. The HRA then notifies job applicant in writing that the conditional job offer is being withdrawn with copy of letter to appropriate HR Generalist Team member and the hiring authority. (See Appendix F) A copy of the letter is filed in a secure location in the Employment Services Division of the HR Department and retained in accordance with applicable [City Records Retention policies](#) (Series Code HRS-4-02).

² The 24-hour period allows the job applicant to submit the sample by the end of the business day following the date of the conditional job offer. For example, an individual who receives a conditional job offer on a Tuesday at 11:00 a.m. would have until 5:00 p.m. on Wednesday to provide the sample at the collection site.

- I. Job applicants that test positive or do not supply a valid sample with a certified result will be removed from the eligible list and will need to reapply to be considered for future employment opportunities with the City. Under no circumstances will the City allow a job applicant to provide a second sample when a valid sample with a certified result is **not** provided. Failure to provide the City with a valid sample with a certified result will result in the City withdrawing the conditional job offer and removing the job applicant from the eligible list where applicable.

IV. RETENTION/ACCESSIBILITY OF PRE-EMPLOYMENT DRUG & ALCOHOL TESTING RECORDS

The HR Department shall maintain records and related documents compiled by the City on individuals in response to pre-employment drug & alcohol testing. The [City's Records Retention policies](#), the Minnesota Government Data Practices Act, and applicable Federal and State laws shall govern the storage, use and dissemination of such records. Where the use of such records are not addressed by the foregoing standards, the use and dissemination of such records, such as their availability to hiring authorities, shall be within the discretion of the HR Director or designee. The retention period assigned to these records and the Minnesota Government Data Practices Act classification are identified in the General Retention Schedule.

V. OTHER PROCEDURES

Other procedures in implementing this policy must comply with the Minnesota Drug and Alcohol Testing in the Workplace Act.

Appendix A - Pre-Employment Drug & Alcohol Testing Policy Statement

- POLICY STATEMENT** - Abuse of drugs and alcohol is a nationwide problem. It affects persons of every age, race, sex and ethnic group. It poses risks to the health and safety of employees of the City of Minneapolis and to the public. To reduce those risks, the City adopts this policy concerning drugs and alcohol in the workplace. The [City of Minneapolis Pre-Employment Drug & Alcohol Testing policy](#) establishes standards concerning drugs and alcohol which all job applicants for positions covered by the Pre-Employment Drug & Alcohol Testing Policy must meet.

The City of Minneapolis Pre-Employment Drug & Alcohol Testing policy is intended to conform to the provisions of the Minnesota Drug and Alcohol Testing in the Workplace Act (Minnesota Statutes, §§ 181.950 to 181.957), as well as the requirements of the federal Drug-Free Workplace Act of 1988 (Public Law 100-690, Title V, Subtitle D) and related federal regulations.

The Human Resources Director is directed to develop and maintain procedures for the implementation and ongoing maintenance of this policy and to establish testing procedures to ensure that the standards listed in this policy are met.

**NOTIFICATION AND CONSENT FORM FOR
PRE-EMPLOYMENT DRUG AND ALCOHOL TESTING
Data Practices Advisory: Minnesota Statute §13.04, Subd. 2**

I acknowledge that I have seen the City of Minneapolis Pre-Employment Drug and Alcohol Testing Policy. I hereby consent to undergo drug and alcohol testing pursuant to said policy, and I authorize the City of Minneapolis through its agents and employees to collect a breath, saliva and/or urine and/or blood sample from me for that purpose.

I understand that the procedure employed in this process will ensure the integrity of the sample and is designed to comply with medicolegal requirements.

I understand that I must provide a valid sample that can be tested for the presence or absence of drugs, alcohol, or their metabolites. I further understand that failure to provide a valid sample that leads to a certified result **will** result in the job offer extended by the City of Minneapolis to be withdrawn.

I understand that the results of this drug testing may be discussed with and/or made available to the City of Minneapolis. I further understand that the results of this testing may affect my job offer as described in the policy.

The purpose of collecting a body component sample of breath, saliva, blood, or urine is to test that sample for the presence of drugs and alcohol. A sample provided for drug and alcohol testing will not be tested for any other purpose. The name, initials and social security number of the person providing the sample may be requested so that the sample can be identified accurately but confidentially. Information about medications and other information relevant to the reliability of, or explanation for, a positive test result is requested to ensure that the test is reliable and to determine whether there is a valid medical reason for any drug, alcohol, or their metabolites in the sample. All data collected, including that in the notification form and the test report, is intended for use in determining the suitability of the job applicant for employment. The job applicant may refuse to supply the requested data; however, refusal to supply the requested data may affect the job applicant's job offer.

A Medical Review Officer may only disclose to the City of Minneapolis test result data regarding presence or absence of drugs, alcohol, or their metabolites, in a sample tested. The City of Minneapolis or laboratory may not disclose the test result reports and other information acquired in the drug testing process to another employer or to a third party individual, governmental agency, or private organization without the written consent of the person tested, unless permitted by law or court order. Evidence of a positive test result on a confirmatory test may be: (1) used in an arbitration proceeding pursuant to a collective bargaining agreement, an administrative hearing under Minnesota Statutes, Chapter 43A or other applicable state or local law, or a judicial proceeding, provided that information is relevant to the hearing or proceeding; (2) disclosed to any federal agency or other unit of the United States government as required under federal law, regulation, or order, or in accordance with compliance requirements of a federal government contract; and (3) disclosed as required by law, court order, or subpoena. Positive test results may not be used as evidence in a criminal action against the applicant tested.

Name (Please Print or Type)

Position Being Considered for and Department

Signature

Date _____

Witness (Hiring Authority – Print or Type)

Signature

Date _____

A. Procedures for Testing in the Twin Cities Metropolitan Area

The following procedures must be used by the hiring authority when making employment offers to prospective employees who reside in or near the Twin Cities metropolitan area as required by the City of Minneapolis Pre-Employment Drug and Alcohol Testing policy.

1. Make job offer contingent on passing drug and alcohol test. Verify and record job applicant's current address and telephone number. **Document the date and exact time of the job offer. Job offers should not be extended on Fridays and must be made no later than 3:00 p.m. on Thursdays. (Note: If an employment background check is required for the position, all background checks must be completed prior to the conditional job offer being extended. For more information see the [Background Check Procedures](#).)**
2. Job applicant has the opportunity to review, acknowledge and confirm their understanding of the pre-employment drug and alcohol testing policy.
3. Explain the Pre-employment Drug and Alcohol Testing policy and procedure to the job applicant, highlighting the following points:
 - a. The collection process and that the sample must be collected within 24 hours of the job offer regardless of the job applicant's final acceptance of the job. **(Note: The 24 hour period allows the job applicant to submit the sample by the end of the business day following the date of the conditional job offer.)**
 - b. The notification process and timeline.
 - c. The consequence of not providing a valid sample that can detect the presence or absence of drugs, alcohol, or their metabolites.
 - d. The consequences of a positive result.
 - e. The options available if a positive result is determined.
 - f. The consequence of refusing to test.
 - g. The consequences of failing to report for a scheduled test.
4. Ask the job applicant if they are willing to take the pre-employment drug and alcohol test. If so, inform them that they will need to sign a notification and consent form (If not already completed) and present valid government issued photo identification at the clinic before the test will be administered.
5. If the job applicant agrees to be tested, prepare and email (or fax) a Referral and Pre-authorization form to Occupational Medicine Consultants (**Email: reception@occumedconsultants.com Fax: 952.928.9006**) and copy the [HRSA](#) (**Fax: 612.673.2508**) in the HR Department and [Alpha Review](#) (cityofminneapolis@alphareview.com) (**Fax: 630.305.8199**)
6. Contact OMC at 952.920.5663 to schedule a time for the drug and alcohol test noting that the test must be scheduled within 24 hours of the job offer.
7. Inform the job applicant that once they arrive at the clinic, to tell the clinic staff that they are there at the direction of the City of Minneapolis to take a pre-employment drug and alcohol test.
8. Remind the job applicant that the sample must be provided within 24 hours of the job offer and the job offer is contingent upon providing a valid sample with a certified result and passing the test.
9. Re-confirm with the job applicant of when the 24 hour deadline expires and the address of collection site.

Clinic (Collection Site) Location:

Occupational Medicine Consultants (OMC)
6515 Barrie Road
Edina, MN 55435
(Clinic hours: 7:30 a.m. to 5:00 p.m. Monday through Friday)

B. Procedures for Out State and Out-of-State Testing

The following procedures must be used by the hiring authority when making employment offers to prospective employees who reside outside of the Twin Cities metropolitan area as required by the City of Minneapolis Pre-Employment Drug and Alcohol Testing policy.

1. Conditional offer of employment is made to job applicant. **Document the date and exact time of the job offer. Job offers should not be extended on Fridays and must be made no later than 3:00 p.m. on Thursdays.** (Note: If an employment background check is required for the position, all background checks must be completed prior to the conditional job offer being extended. For more information see the [Background Check Procedures](#).)
2. Job applicant has the opportunity to review, acknowledge and confirm their understanding of the pre-employment drug and alcohol testing policy.
3. Explain the Pre-Employment Drug and Alcohol Testing policy and procedure to the job applicant, highlighting the following points:
 - a. The collection process and that the sample must be collected within 24 hours of the job offer regardless of the job applicant's final acceptance of the job. (Note: The 24 hour period allows the job applicant to submit the sample by the end of the business day following the date of the conditional job offer.)
 - b. The notification process and timeline.
 - c. The consequence of not providing a valid sample that can detect the presence or absence of drugs, alcohol, or their metabolites.
 - d. The consequences of a positive result.
 - e. The options available if a positive result is determined.
 - f. The consequence of refusing to test.
 - g. The consequences of failing to report for a scheduled test.
4. Ask the job applicant if they are willing to take the pre-employment drug and alcohol test. If so, inform them that they will need to sign a notification and consent form (If not already completed) and present valid government issued photo identification at the out-state collection site before the test will be administered.
5. If the job applicant agrees to be tested, prepare and email (or fax) a Referral and Pre-authorization form to the clinic (**Email:** reception@occumedconsultants.com **Fax:** 952.928.9006) and copy the [HRSA](#) (**Fax:** 612.673.2508) in the HR Department and [Alpha Review](#) (cityofminneapolis@alphareview.com) (**Fax:** 630.305.8199)
6. Contact the designated clinic (OMC) at 952.920.5663 and provide the following information:
 - Job Applicant Name
 - City, State, and Zip Code
7. OMC staff will locate a collection site within reasonable proximity, confirm certification of collection site, obtain directions, and billing information and overnight any necessary supplies to the location
8. OMC will notify Hiring Authority via email of collection site location, the phone number and directions.
9. Hiring Authority will contact the collection site and make an appointment for the job applicant and then notify the job applicant of the collection site appointment.
10. Inform the job applicant that once they arrive at the collection site, to tell the staff that they are there at the direction of the City of Minneapolis to take a pre-employment drug and alcohol test.
11. Remind the job applicant that the sample must be provided within 24 hours of the job offer is and the job offer is contingent upon providing a valid sample with a certified result and passing the test.
12. Re-confirm with the job applicant when the 24 hour deadline expires and the address of collection site.

[Date]

[Candidate's Name]

[Address]

[City, State Zip]

Dear [Candidate's Name]:

Congratulations and welcome to the city of Minneapolis!

[If position requires a Pre-Employment Drug & Alcohol Test – USE THIS LANGUAGE] This letter confirms my conditional job offer to you for the position of [Job Classification or Job Title] within the [Division or Department]. The “condition” is removed and the offer becomes final upon passing the Pre-employment Drug & Alcohol Test. As we discussed, your start date is [Date] at [Time] and you will report directly to [Supervisor/Contact Person] located at [location]. [Supervisor/Contact Person] can be reached at [phone number] if you have any questions.

[If position does not require a Pre-Employment Drug & Alcohol Test – USE THIS LANGUAGE] This letter confirms my job offer to you for the position of [Job Classification or Job Title] within the [Division or Department]. As we discussed, your start date is [Date] at [Time] and you will report directly to [Supervisor/Contact Person] located at [location]. [Supervisor/Contact Person] can be reached at [phone number] if you have any questions.

Salary: Your starting salary will be Step [number] of the approved salary schedule for this position: [dollar amount per year or per hour]. City employees are paid bi-weekly. You will receive your first full or partial paycheck on [date].

Probation: You will serve an initial probationary period of [number] months in duration. The primary objectives of a probationary period are the training and evaluation of your job performance. Continued employment with the City of Minneapolis is contingent upon successfully completing probation.

Transportation and Parking: There are several parking lots/ramps located in the downtown area of the city. You can find locations and rates at <http://www.ci.minneapolis.mn.us/parking/>. You can find public transit information at <http://metrotransit.org>.

Vacation: You are eligible for [number] days of vacation your first year. *[(If accelerated vacation days were negotiated at hire suggested language is – You are eligible for (number) days of vacation because of (number of years) of previous related experience.)]* Vacation leave balances can be carried over from year-to-year up to a maximum of 400 hours. You will be eligible to use accrued vacation on [Date].

Holidays: Full time employees receive eleven (11) paid holidays per year (New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, and Christmas Day.)

Sick Leave: Full time employees earn up to twelve (12) days of sick leave per year. Sick leave balances can be carried over from year-to-year. You may begin to use sick leave (immediately or on what date).

Union: Your job classification is represented by [Union]. Your union representative is [union representative's name] at [phone number]. You can review your contract at www.ci.minneapolis.mn.us/labor-agreements.

Healthcare: You will be eligible for benefits and City paid contributions towards the cost of medical, dental, and life insurance plans effective [Date of benefit eligibility]. Please visit www.ci.minneapolis.mn.us/benefits

for more detailed plan information. You may also contact our Benefit Division at 612-673-3347 for assistance with your benefit questions.

Pension: Enrollment in the Public Employees Retirement Association (PERA) Coordinated Plan is automatic. Currently the City's contribution rate is 7.25% and the employee's rate is 6.25%.

Identify verification and employment eligibility to work in the United States is now processed through Equifax with E-Verify. This is a paperless process in which you will complete section 1 of the I-9 form online, prior to your first day:

- Log onto www.newI9.com to complete section 1 of the I-9 Form
- User employer code **11468**
- You will see a link for instructions once you have signed in

Please note that you are also required to present the original documents to prove your identify and authorization to work in the United States on your first day of employment.

We will meet on your first day to provide you with helpful information, to answer your questions, and to complete some necessary paperwork. It is your responsibility to present documents to verify your eligibility to work in the United States per the list provided on the I-9 documents. You can find a list of these documents at <http://www.uscis.gov/files/form/I-9.pdf>

Congratulations and welcome to our team. I look forward to working with you.

Sincerely,

Name
Job Title

Cc: Employee Personnel file
Dept. HRIS administrator

[Optional] I have reviewed this offer of employment with the City of Minneapolis and accept the terms and conditions outlined herein.

Signature

Date

Note to Hiring Manager: To ensure you are using the most current version of the Job Offer Letter, visit the following website:

<http://citytalk/wcm1/groups/public/@hr/documents/webcontent/wcms1q-004330.doc>

Appendix F – Sample Withdrawal of Conditional Job Offer Notification Letter (On HR Letterhead)

Date

Name of Job Applicant

Address

City, State Zip

Subject: *Withdrawal of Conditional Offer of Employment*

Dear Mr./Ms. Job Applicant's Name:

I regret to inform you that the City of Minneapolis is withdrawing your conditional job offer for Job Classification or Title within the Division and/or Department. The reason for this action is because you have failed to meet the requirements under the City of Minneapolis Pre-employment Drug & Alcohol Testing Policy. In addition, your name has been removed from the eligible list for this position.

Thank you for your interest in employment with our organization.

Sincerely,

Name

Human Resources Associate

C: _____, Human Resources Generalist
Hiring Authority, Department

Appendix G – Pre-Employment Drug & Alcohol Testing and Referral Pre-Authorization Form



**CITY OF MINNEAPOLIS
PRE-EMPLOYMENT DRUG & ALCOHOL TESTING
REFERRAL & PRE-AUTHORIZATION
***** EMPLOYMENT SERVICES USAGE ONLY *******

JOB APPLICANT NAME – LAST, FIRST, MI: (please print)

JOB TITLE:

DEPARTMENT CODE:

HIRING DEPARTMENT: DIVISION: Called CLINIC to set-up appt.

APPOINTMENT DATE:

APPOINTMENT TIME:

HIRING SUPERVISOR: (please print)

PHONE NUMBER:

TODAY'S DATE:

SEND MEDICAL REPORT TO:

EMAIL AND ADDRESS:

Brianna Berg, HR, PSC Room 100 (612) 673-2292 Brianna.berg@minneapolismn.gov

THE JOB APPLICANT IS BEING REFERRED TO THE FOLLOWING CLINIC:

OMC (Occupational Medicine Consultants)

7:30 a.m. – 5:00 p.m.

6515 Barrie Road – Suite 150

Edina, MN 55435

Phone: (952) 920-5663

Arrange Out-of-State needs through OMC: (952) 924-1640

REASON FOR REFERRAL: (Please check all that apply)

Pre-Employment Drug and Alcohol Test for (Job Title):

Note to Hiring Managers: One pre-authorization per job applicant for each conditional job offer.

QED Alcohol - If alcohol present, draw blood alcohol

UDS – Five (5) panel non-DOT

THE DRUG & ALCOHOL TEST MUST BE COMPLETED NO LATER THAN:

DATE:

TIME:

Out-of-State Location, Contact OMC (952 924 1640) for arrangements

Other: **Explain in the Additional Information Section below**

Additional Information: Use this space to provide additional information about the reason for referral, questions you need answered or other information that would be important for the clinic to know. You may attach additional sheets if necessary.

A copy of this form must be sent to the Designated Clinic AND ALL of the following:

Prior to appointment at **OMC**, email form to reception@occumedconsultants.com or Fax form to **OMC** at: 952-928-9006

Email form to **Alpha Review** at: cityofminneapolis@alphareview.com or Fax form to **MED** at: 630-305-8199

Email form to **Brianna Berg** at: brianna.berg@minneapolismn.gov or Fax form at: 612-673-2508

HRG Teams: Keep copies of these forms for monthly Employment Services (ES) payments.

Appendix H – Directions to Designated Clinic (Occupational Medicine Consultants)

Directions to Occupational Medicine Consultants: The offices of Occupational Medicine Consultants (OMC) are just southeast of Fairview Southdale Hospital in Edina.

Take I-35W South to Highway 62 to the France Avenue exit. Take France Avenue and go south. Take a left on West 65th Street, then right on Barrie Road. Parking is in the rear of the building. If I-35W South is busy, you may want to consider taking Portland Avenue South or Lyndale Avenue South Highway 62 (Cross-town). Parking is free in rear of the building. Main entrance to OMC is from that parking lot.

Map to Occupational Medicine Consultants:



Occupational Medicine Consultants (OMC)

6515 Barrie Road, Suite 150

Edina, MN 55435

Phone: (952) 920-5663

Email: reception@occumedconsultants.com

Fax: (952) 928-9006

Hours: 7:30 a.m. to 5:00 p.m. Monday through Friday