



Consent Item

RE: Personnel Manual Revision

Department/Program: Administration

Explanation:

- **ALCOHOL & CONTROLLED SUBSTANCE USE, ABUSE & TESTING POLICY**

Include for Full-time employees who are in their qualifying period to be terminated if they have a positive drug/BAT test result. Draft policy is attached.

- **UNPAID LEAVE FOR VICTIMS OF DOMESTIC OR SEXUAL VIOLENCE (VESSA)**

Please be advised that new Missouri statutes 285.625 to 285.670 require employers (including political subdivisions) with at least 20 employees to provide unpaid domestic violence leave (with no interruption of health insurance). Safety accommodations may also be requested by the employee. The leave is 2 weeks for employers with more than 50 employees. I have attached a policy drafted by City Attorney Jones, to be added to the personnel manual. This will be added to section VI. Leaves of Absence.

Recommendation: Accept personnel manual revisions as provided.

Submitted By: Haley Morrison

Date: 10/4/2021