From: Tcrew@salisburync.gov
To: jcrot@salisburync.gov; nbrow@salisburync.gov
Subject: FW: Updated Policy Drug & Alcohol Policy / Drug Testing Policy - Action Required
Date: Tuesday, February 9, 2021 9:03:44 AM
Attachments: image003.png
image001.png
image002.png
Acknowledgement of Drug and Alcohol Policy February 2021.docx

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Please have each officer sign the acknowledgement form by this Friday after they have reviewed the new policy. If there are any questions you cannot answer then let me know and I will get an answer for you. Place the forms in my box and I will forward them.

Thanks
Crews

From: Melonie Thompson <Mgall@salisburync.gov>
Sent: Monday, February 8, 2021 9:36 PM
To: Lee Walker <lwalk@salisburync.gov>; Andy Efird <Aefir@salisburync.gov>; Justin Crews <Tcrew@salisburync.gov>; Patrick Smith <psmit@salisburync.gov>
Subject: Fwd: Updated Policy Drug & Alcohol Policy / Drug Testing Policy - Action Required

Please make sure that you go over this policy with each of your employees and have them and yourselves sign it and return it to Human Resources ASAP (this Friday if possible). If any of you have any questions about it please come and see me.

Sent from my iPhone

Begin forwarded message:

> **From:** Russell Desantis <rdesa@salisburync.gov>
> **Date:** February 8, 2021 at 1:51:48 PM EST
> **To:** Frederick West <fwest@salisburync.gov>, Jacob Easler <jeasl@salisburync.gov>, Jay Basinger <jbasi@salisburync.gov>, Jherica Ijames <jherica.ijames@salisburync.gov>, Lee Walker <lwalk@salisburync.gov>, Melonie Thompson <Mgall@salisburync.gov>, Robert Ginn <rginn@salisburync.gov>, Russell Desantis <rdesa@salisburync.gov>, Victoria Young <vyoun@salisburync.gov>
> **Subject: FW: Updated Policy Drug & Alcohol Policy / Drug Testing Policy - Action Required**
>
> Please be sure to read the attached policy, if you have any questions please be sure to ask, sign the acknowledgement page, send to HR and notify me when this has been completed.
>
> Thanks
>
> Russ
>
> **Russell S. DeSantis, Sergeant**
> **Criminal Investigation Division / Polygraph Examiner**
>
> **Police Department** || 130 E. Liberty St., Salisbury NC 28144
> **City of Salisbury** || Office: (704) 638-2126
> Dept: (704)638-5333 || Fax: (704) 638-5348
> rdesa@salisburync.gov || www.salisburync.gov/Police

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From: Human Resources <hures@salisburync.gov>
Sent: Monday, February 8, 2021 1:37 PM
To: Staff <staff@salisburync.gov>
Subject: Updated Policy Drug & Alcohol Policy / Drug Testing Policy - Action Required

Good afternoon,

The following policy has been updated: 5.9 Drug & Alcohol/Drug Testing

Below is the link to the Policy Manual which is now broken down by policies and will be an easier way to find the information you are looking for.
https://employee.salisburync.gov/Resources#HumanResources

Updated Policy:
https://employee.salisburync.gov/Portals/0/Documents/Employee%20Portal/Human%20Resources/Employee%20Policies/5.9%20Drug%20and%20Alcohol%20Policy%20Drug%20Testing%20Policy.pdf

Please take time to review and discuss with your supervisor. Once you have completed the acknowledgement form you will need to send it to HR to be placed in your personnel file.

Thank you and be safe.

City of Salisbury
Human Resources Department

To help aid preventative measures of spreading COVID-19, we strongly encourage all employees and visitors to utilize online or phone services as an alternative to face-to-face interactions

City of Salisbury || 132 N. Main Street Salisbury, NC 28144
Office: (704) 638-5217 || Fax: (704) 638-8454
humanresources@salisburync.gov || www.salisburync.gov

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