

SUBSTANCE ABUSE TRAINING
2015 MAKE-UP

The City's Drug Free Safety Program (DFSP) requires all employees to have one hour of substance abuse training each year. The process for the employees that were unable to attend the training follows.

1. Directors and Supervisors are responsible for ensuring their employees watch the make-up training. When the make-up training is complete, document attendance (include date and time), sign it and return the documents to the HR office no later than APR 08, 2015.
2. The link to the make-up training is found on the City's website. It is a You-Tube recording of the training. Please determine the best method of sharing this training with your employees. The first floor conference room is available as well as the big screen monitor.
3. The deadline for completing the training is APR 08, 2015. Please turn in the training documentation by this time.
4. Please call if there are any questions or problems.