

City of Madison
Supervisor Instructions
Reasonable Suspicion
Alcohol and Drug/Controlled Substances Testing
(All Employees)

City of Madison supervisors are responsible for ensuring adherence to the City of Madison's Alcohol and Drug/Controlled Substances testing policy. Supervisors must adhere to the following instructions to ensure the reliability and integrity of testing results. Failure to maintain these standards may subject the City to penalties and fines by the Federal Department of Transportation.

1. The City maintains the right to require employees to undergo alcohol and drug testing and ALL City employees are subject to "Reasonable Suspicion" Alcohol/Drug testing during work hours.
2. If there is reason to believe that an employee is under the influence of alcohol and/or a controlled substance, the Supervisor should immediately complete the "Reasonable Suspicion Checklist" to assess whether or not it is appropriate to have the employee tested. To find check list form go to: EmployeeNet Home → Administrative Procedure Memoranda → [APM 2-23](#).
3. The suspected employee must be supervised and/or accompanied by either the test provider or the Supervisor at all times until he or she produces a sample.
4. If you need to transport the employee to the test site, he or she must be supervised at all times. When arriving at the test location, if not scheduled at the employee's primary work location, locate the test collection technician. To schedule a Reasonable Suspicion Test contact: [Drug and Alcohol Testing 24/7](#) at (608) 819-8383 (24 hour/day). If it is an after-hours test (outside of 7 a.m. – 6 p.m.), the test provider will return your call within fifteen (15) minutes.
5. All information, including but not limited to notice of convictions, test results, and EAP contacts, received by the City by operation of APM 2-23 is confidential. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

Report the need to order an employee to be tested to your Supervisor, and Human Resources (Brooke Gillitzer, Harper Donahue or Erin Hillson) as soon as possible.

If you are unable to adhere to these instructions you must contact Human Resources as soon as possible at 266-4615.

Collection Sites

Water Utility (608) 266-4661, 110 S Paterson Street:

Dan Rodefeld, drodefeld@cityofmadison.com

& Tom Rosemeyer, trosemeyer@cityofmadison.com

Call when arrive and they will let you in

Engineering: (608) 266-4430, 1600 Emil Street:

Jay Schlimgen, jschlimgen@cityofmadison.com

& Kathy Cryan, kcryan@cityofmadison.com

Call when arrive and they will let you in.

Streets West: (608) 266-4681 1501 Badger Road:

Tony Barlow, tbarlow@cityofmadison.com, Glenn Dwyer, gdwyer@cityofmadison.com,

Ryan Ulrich RUlrich@cityofmadison.com

Employee entrance opens at 5:00 am use this entrance (come into driveway and it's on the right, labeled "Employee Entrance" just before the big garage doors) phones are answered starting at 5:30 am.

Streets East: (608) 246-4532, 4602 Sycamore Avenue:

John Grueneberg, jgrueneberg@cityofmadison.com

& Roger Kleist, rkleist@cityofmadison.com

Both East Front doors will be open by 5:30 am Employee Entrance is about 20 feet from Main entrance and opens around 5:00 am

Additional Locations & Instructions:

Parks:

Contact Greg Genin 608-516-7733 if collector has questions day of testing.

Goodman Park Maintenance Facility

1402 Wingra Creek Parkway, Madison, WI 53715

Restrooms in upstairs are single stall and can be used. Building is unlocked between 7am and 3 pm

Mall Concourse Maintenance shop

120 S. Fairchild, Madison, WI 53703

Would likely need to use women's restroom for testing. There are two stalls. Collector could park on street otherwise could park in parking ramp. Access building by walk door, buzz door bell to the side of the door to be let in.

Summit Maintenance Facility

Point of Contact Chad Hughes: 608-575-4508, chughes@cityofmadison.com

1902 Freeport Rd., Madison, WI 53711

Restrooms are stalls

Forest Hill Cemetery

Point of Contact Chad Hughes: 608-575-4508, chughes@cityofmadison.com
3715 Speedway Rd, Madison, WI 53705



Traffic Engineering:

Main Point of contact: Phil Nehmer 608-266-4769, pnehmer@cityofmadison.com
& Chad Veinot 608-267-1960, cveinot@cityofmadison.com

1120 Sayle St, Madison, WI 53715

Collector will set up in conference room. They can enter at the front door. The building is unlocked from 7 AM until 3:30 PM.

No single use restroom, stalls only.

Fleet Services:

Contacts: Randy Koch, Dale Dalby or Mark Waal, 608 246-4541

4151 Nakoosa Trail, Madison, WI 53714

Instructions: Park at visitor parking near main front entrance (facing gas station). During COVID pandemic, building may be on lockdown. Please call the number on the main front entrance and you will be assisted. (Shop Office # 246-4541). Rest Rooms are located in the lobby near front main entrance for testing.