



City of Boynton Beach Agenda Item Request Form

Meeting Date: 05/ 6/2025

Proposed Ordinance No. 25-008- First Reading, An Ordinance of the City of Boynton Beach, Florida, Repealing Chapter 2, Article I, Section 2-19 of the City Code of Ordinances entitled "Drug Free Work Place;" Renaming Chapter 2, Article X to be entitled "Employee Handbook," Renaming and Amending Section 2-151 entitled "Personnel Policy Manual Adopted by Reference" to rename the section "Employee Handbook and Drug Free Workplace Adopted by Reference;" Providing for Conflicts, Severability, Codification, and an Effective Date.

Requested Action: Staff recommends approval of Proposed Ordinance No. 25-008, on first reading.

Explanation of Request: City Administration, in conjunction with the City Attorney's Office, has conducted a comprehensive review of the City's employment policies, including the employee handbook, drug-free workplace ordinance, and other policies. After such review, it was determined that the currently codified drug-free workplace policy, which was last modified in 1993, no longer complies with current Florida law and Florida Administrative Code requirements. As part of this review, the City Manager is in the process of updating the employee handbook, which adopts state statute and the administrative code as the City's drug-free workplace policy. Additionally, in 2023, the City Commission adopted Ordinance No. 23-008, officially renaming the Personnel Policy Manual as the Employee Handbook, and updating same; however, this Ordinance was not subsequently codified.

This Ordinance repeals outdated code provisions, formally adopts the policies by reference, and rectifies the previous codification oversight.

The City Attorney's Office conducted a review of neighboring municipalities' Drug Free Workplace Policies and their method of adoption. Based on our research, these policies are overwhelmingly adopted by either a free-standing policy or incorporated into the employee handbook rather than being codified. The results of our review are below:

Palm Beach County: Policy in Personnel Policy Manual.

Delray Beach: Policy in Employee Handbook.

Royal Palm Beach: Policy in HR Manual.

Riviera Beach: HR Policy.

Town of Palm Beach: Policy in Employee Personnel Manual.

Solid Waste Authority of Palm Beach County : Policy in Employee Handbook.

West Palm Beach: HR Policy.

Greenacres: Policy in Employee Handbook.

Lake Worth Beach: Policy in Employee Personnel Policies Handbook.

How will this affect city programs or services? City Administration seeks to proactively ensure ongoing compliance with Florida law by transitioning workplace policies from fixed codified ordinances to more adaptable administrative policies and procedures.

Account Line Item and Description: N/A

Fiscal Impact: N/A

Attachments:

[Ord. 25-008 Ordinance_No._25-XXX_Drug_Free_Workplace_Policy \(1\).docx](#)

[2-19 City Code.pdf](#)

[23-008 \(Read-Only\).pdf](#)

[Drug Free Workplace Policy \(4.24.25\).doc](#)

[59A-24 Florida Administrative Code.doc](#)

[440.101 Fla. Stat..pdf](#)

[440.102 Fla. Stat..pdf](#)

[business-impact-estimate-_Drug Free Workplace.docx](#)