

GUIDELINES FOR ASSESSING AN EMPLOYEE UNDER THE INFLUENCE AND THE ROLE OF THE EMPLOYEE ASSISTANCE PROGRAM

The following guidelines explain how to handle an employee who is suspected of substance abuse. The employee's job security will not be jeopardized by following these steps. However, normal administrative and disciplinary procedures relating to the unavailability of work or the inability to perform satisfactory will not be avoided as a result of following these guidelines.

1. Signs of substance abuse include:
 - 1) drowsiness and/or sleepiness;
 - 2) odor of alcohol on the breath;
 - 3) slurred/incoherent speech;
 - 4) unusually aggressive behavior,
 - 5) lack of coordination in walking
 - 6) an inability to concentrate
 - 7) lack of attention,
 - 8) unexplained work errors;
 - 9) unexplained mood changes,
 - 10) lack of manual dexterity,
 - 11) unexplained work related accidents or injuries, or
 - 12) excessive absenteeism
2. The supervisor should immediately document any of these signs exhibited by an employee. If possible, have a second supervisor witness and confirm any observances of the employee's performance or behavior.
3. The supervisor may contact Labor Relations (x8067, 2917, or 4588) at any point for assistance.
4. The supervisor should arrange to meet with the employee to discuss the incident. **IMPORTANT!:** Since the information gained at this meeting may lead to the employee being disciplined, it is their right to have a Union representative present. If the employee waives the right to Union representation, have the employee sign a Union waiver form. (See attached form)
5. During the meeting, the supervisor should explain to the employee the reason for the suspected abuse.
6. After meeting with an employee who exhibits:
 - 1) drowsiness and/ or sleepiness;
 - 2) odor of alcohol on the breath;
 - 3) slurred/incoherent speech;
 - 4) unusually aggressive behavior, or
 - 5) lack of coordination in walkingimmediately refer them to the Emergency Department during off hours, holidays and weekends or Employee Health during regular hours for a medical evaluation. In either situation a referral to EAP is recommended as well.

After meeting with an employee who exhibits:
 - 1) an inability to concentrate,
 - 2) lack of attention
 - 3) unexplained work errors;
 - 4) unexplained mood changes
 - 5) lack of manual dexterity
 - 6) unexplained work related accidents or injuries, or
 - 7) excessive absenteeismrefer them to EHS or EAP during daytime hours for a medical evaluation.
7. The supervisor must notify EHS or the ED that an employee is being referred for a "Fitness for Duty" exam.

8. The supervisor will escort the employee to EHS or ED. **DO NOT LET THE EMPLOYEE DRIVE.** If the employee refuses to cooperate with the supervisor, contact Public Safety.
9. The EHS or ED will perform a “Fitness for Duty” evaluation. During the evaluation the employee may be asked to submit to a blood, urine or breathalyzer test, which will be paid by EHS.

IF:

1. an employee refuses to cooperate with the medical staff, the employee will be found unfit for duty and the supervisor will be notified; or
2. an employee submits to a blood or urine test the employee will be sent home and will be unable to return to work until the lab results are reviewed by EHS or the employee is told to return; or
3. an employee is found unfit for duty for possible substance abuse, the EHS or ED will:
 - A) Offer the employee a referral to the EAP for the same or next day and make the appointment for the employee; and
 - B) Notify the employee’s supervisor that the employee is to be sent home.

IMPORTANT! IF THE EMPLOYEE IS SENT HOME DO NOT ALLOW THE EMPLOYEE TO DRIVE HOME. IF THE EMPLOYEE INSISTS ON DRIVING, CONTACT THE POLICE DEPARTMENT IMMEDIATELY.

10. If the employee is found unfit for duty due to a physical illness unrelated to substance abuse, EHS or ED will notify the employee’s supervisor and refer the employee for medical care as needed.
11. The Medical Review Officer will provide the EHS physician with the lab results and the employee will then be contacted. Human Resources will be provided with the lab results, when requested, and after a written consent for release of medical information is signed by the patient. Human Resources will be responsible for administrative action and for keeping the supervisor informed.
12. If the employee is found in need of EAP services and consents in writing to the recommendations, the EAP will notify the supervisor.
13. When treatment for substance abuse is recommended and eventually completed, the EAP will monitor any outpatient treatment plan and will do monthly follow-ups for one year. During this time, EAP will communicate with the treatment providers and the supervisor of the employee.
14. Random screening will never be performed unless included in a last Chance Agreement. The EAP and the Clinical Director of Employee Health Service will request a copy of the last Chance Agreement from Human Resources when evaluating the employee.

WAIVER OF UNION REPRESENTATION

I, _____, waive my right to Union Representation at the
Name

_____ held on _____.
Type of Meeting Date

Employee Signature Date

Witness Date