

PURPOSE: TO DISSEMINATE INFORMATION CONCERNING PROGRAMS AVAILABLE TO BRENAU EMPLOYEES WHO ARE DETERMINED TO BE ABUSING ALCOHOL OR ILLICIT DRUGS.

A. INTRODUCTION

The Substance Abuse Education/Treatment Program has been developed around the assumptions that our employees represent a valuable resource that needs to be protected and enhanced, that substance abuse is a curable illness, and that many potential substance abuse problems may be prevented through education and information.

B. EDUCATION

Brenau encourages participation in courses on substance abuse as well as other educational services and will assist individuals in developing an appropriate educational plan. Individual or group educational opportunities also are available through the counseling and health services of Brenau University. Employees interested in such services may contact the supervisors of those units directly. In addition, local treatment agencies provide information services that may be utilized on an individual request basis.

C. COUNSELING OR THERAPEUTIC SERVICES

1. RECOGNITION OF A PROBLEM

The recognition of an employee problem related to this program may be initiated by employee self-disclosure, employee self-referral, supervisory consultation associated with a performance evaluation, or confidential referral generated out of personal concern by colleagues.

- a. Employee self-referral: An employee may refer herself/himself to any of the agencies specified herein or to another agency of choice. In such cases, the referral and treatment will be handled on an individual basis between the employee and the agency. In such cases, disclosure to the supervisor on other than a voluntary basis would be inappropriate.
- b. Employee self-disclosure to the supervisor: Should an employee disclose to the supervisor there is a substance abuse problem or a situation that needs some form of remedial attention (and this is not associated with a performance review), the supervisor should:
 - i. Make an effort to protect the privacy and confidentiality of the employee's problem and associated disclosures.
 - ii. Assist in securing an agreement with the employee to pursue appropriate counseling.
 - iii. Assist in arranging for the initial appointment, if necessary.
 - iv. Assist the employee in arranging for referrals, counseling or other forms of rehabilitation.
- c. Colleague referral: Occasionally an employee's colleague may become aware of a need for an appropriate referral under this policy. In such cases, the referring colleague may:

- i. Discuss the situation in confidence with the supervisor without prejudice, if no work behavior problems are involved and no laws are being violated.
- ii. Discuss the situation privately with the employee experiencing the problem in an effort to assist in resolution.
- iii. Other associated referral services may be used only with the permission of the supervisor and after agreement is reached as to the source of payment for the services rendered.

The referring colleague will have to decide on the appropriate action to be voluntarily taken subsequent to the consultation.

- d. Supervisory consultation: Supervisory consultation may occur in association with a performance review. In this event, and as a result of deteriorating performance, the supervisor should meet with the employee and discuss the unsatisfactory performance of concern. If the employee volunteers that the employee has a substance or alcohol abuse problem, the supervisor should counsel with the employee as to treatment available for the abuse and leave that may be permitted to receive treatment. However, unsatisfactory performance caused by abuse of drugs or alcohol acknowledged by the employee does not assure the employee of continued employment. Rather, the decision for continued employment shall be determined based upon previously satisfactory employment and willingness by the employee to resolve dependency upon alcohol or drugs. However, the University will not tolerate an employee coming to work or being in the workplace while under the influence of drugs or alcohol.

In recommending counseling, the employee should be reminded of the University's interest in helping the employee and that active participation and cooperation are necessary for success. If the employee agrees to counseling, the employee and the supervisor should reach agreement on the referral, terms and conditions of consultation or therapy, and describe the evolving rehabilitation plan. Flexibility will be required depending on the situation.

D. UNITS FOR ASSISTANCE

The employee may voluntarily contact any of the following for help in locating treatment, or the employee may be referred to one of the following by a supervisor as part of the performance review follow-up.

- a. Northeast Georgia Medical Center's Chemical Dependency Program
- b. Georgia State Department of Human Resources (Mental Health Unit)
- c. Appropriate private services
- d. Psychiatric services
- e. Licensed psychological services

E. EMPLOYEE ASSISTANCE PROGRAM (EAP)

1. An EAP is a work-site based service that assists in the identification and resolution of job performance problems associated with employees impaired by personal concerns, including, but not limited to health, marital, family, financial, alcohol, drug, legal, emotional, stress or other problems with may adversely affect employee productivity.
2. The employee may be offered a maximum of eight counseling sessions (with a counselor listed on the EAP approved panel) at University expense through our Employee Assistance Program as administered by the Director of Human Resources. Otherwise, the employee shall bear the responsibility for the cost of the therapeutic services rendered, subject to the coverage provided to all employees by the current health insurance plan of Brenau.

3. Should the university require an employee to participate in counseling sessions, written verification of attendance and assessment of the employee's eligibility to continue employment will be sent to the Director of Human Resources by the counselor.
- F. Brenau will attempt to provide appropriate assistance to employees with substance abuse problems, keeping in mind the educational nature of the institution and the severity of the particular problem may create special situations that may preclude assistance.

Agencies: Northeast Georgia Medical Center
Chemical Dependency Program: Laurelwood
Georgia Department of Human Resources
Mental Health Division

G. FAMILY MEDICAL LEAVE

If an employee must be absent from work for an extended period of time for treatment of substance abuse, the absences may accrue under the terms of the Family Medical Leave Act. A licensed health care provider must administer the substance abuse treatment program in order to qualify for FMLA leave. (Refer to FSG 3-03 for detailed information on FMLA).

H. REHABILITATION

Employees found in violation of the Brenau drug/alcohol policy or those who have received a positive test result may not avoid corrective action by seeking rehabilitation. Though rehabilitative efforts are encouraged, further corrective action may be prescribed by the university in consideration of continued employment. (Refer to FSG 1-08 for detailed information on drug-screening policies and procedures).