



Seminole Community College

Drug-Free Workplace Awareness Program for Supervisors

Directions:

This is a self-paced reading program.

From ANGEL: Use the “blue arrows” above to move forward and backward through these slides.

From the Human Resources web page: Use the “page up” and “page down” keys to navigate through these slides.

You can move through the slides at your own pace. After you have read all the slides, follow the directions on the last slide to complete an acknowledgment form

Please Note: After reading these slides, follow the directions on the last slide to submit an acknowledgement form.

Drug-Free Workplace Awareness Program for Supervisors

Two Part Program for Supervisors

Part 1 of this program, “Introduction” is same program your employees are completing. Part 1 covers the SCC Drug-Free Workplace Policy and addresses the common dangers of drug abuse, resources for help, and possible penalties.

Part 2 of this program, “The Supervisor’s Role” covers information to support your role including what to do, what not to do, addressing job performance problems, dealing with a crisis, confidentiality, and how to get help.

Drug-Free Workplace Awareness Program for Supervisors

Part 1 Introduction

Introduction

Substance abuse is one of the largest health problems afflicting individuals in the U.S. Most substance abusers are employed and their behavior creates serious workplace safety concerns. Alcohol and drugs can impair an employee's judgment and coordination, leading to an increased risk of workplace accidents and injuries. And no organization, regardless of industry, size or location, is immune to the hazards alcohol and drug abuse can cause.

The good news is that by having employers and employees work together, organizations can improve the safety and health of their workplaces. A key step in creating a drug-free workplace is to implement a Drug-Free Workplace Awareness Program that educates employees about the dangers of alcohol and drug abuse and encourages individuals with problems to seek help.

Drug-Free Workplace Awareness Program for Supervisors

Part 1 Introduction

Introduction

The Federal Drug-Free Workplace Act of 1988 requires institutions, like SCC, to establish policies, educate employees, provide assistance, and impose penalties according to federal law.

Good awareness programs strike a balance between:

- detecting unlawful behaviors in the workplace and imposing penalties, and
- discouraging unlawful behaviors and providing assistance.

SCC's policy achieves this balance by addressing:

- the rights of the employee and SCC,
- the need to know and rights of privacy,
- detection and rehabilitation, and
- respect for individuals and the safety of all employees.

Drug-Free Workplace Awareness Program for Supervisors

Part 1 Introduction

Introduction - SCC's Drug-Free Workplace Policy

In 1989, SCC created Policy 2.100-Drug Free Workplace, to address drug abuse in our workplace and comply with the federal law.

Our policy states that the College is committed to providing a drug-free environment for all employees and that College employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances in our workplace.

This policy provides that the College can take action to assure compliance with the Federal Drug-Free Workplace Act of 1988. SCC employees that violate the provisions of the policy are subject to disciplinary action up to and including dismissal (i.e., termination). All such disciplinary action may be appealed through the provisions of the College's grievance procedures.

Drug-Free Workplace Awareness Program for Supervisors

Part 1 Introduction

Introduction - SCC's Drug-Free Workplace Policy

SCC's Drug-Free Workplace Policy applies to all SCC employees including full-time, regular part-time, and adjunct faculty.

In addition to adhering to federal law, our policy provides for the:

- support and rehabilitation of our most valuable assets, that being our employees,
- health and safety of all employees, students, and the general public,
- safeguard of the College's property, and
- maintenance of the College's quality, integrity, and reputation.

Drug-Free Workplace Awareness Program for Supervisors

Part 1 Introduction

Introduction - SCC's Drug-Free Workplace Policy 2.100

Drug-Free Workplace – Policy 2.100 (page 1 of 2)

The College is committed to providing a drug-free environment for all its employees. Therefore, College employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances in the workplace. Employees who violate the provisions of the rule are subject to disciplinary action up to and including dismissal. All such disciplinary action may be appealed through the provisions of the College Grievance Procedures. The College shall take the following measures to assure compliance with the Federal Drug-Free Workplace Act of 1988:

1. Provide a copy of the SCC Rule to each employee;
2. Establish a drug-free awareness program to inform employees about:
 - a. The dangers of drug abuse in the workplace;
 - b. The College policy of maintaining a drug-free workplace;
 - c. Any available drug counseling, rehabilitation and employee assistance programs; and,
 - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

Drug-Free Workplace Awareness Program for Supervisors

Part 1 Introduction

Introduction - SCC's Drug-Free Workplace Policy 2.100

Drug-Free Workplace – Policy 2.100 (page 2 of 2)

3. The College shall require any employee convicted of a criminal drug statute occurring in the workplace to notify the College of the conviction within five (5) days following the conviction.
4. The College shall notify the appropriate Federal Grant Agency within ten (10) days of receiving notification from an employee.
5. Within thirty (30) days of receiving an employee notification of violation the College shall:
Review the circumstances of the case and
 - a. terminate the employee, or
 - b. continue the employment relationship under the condition that the employee at employee cost satisfactorily participate in a drug assistance or rehabilitation program approved for such purposes by the Federal, State, or local health, law enforcement, or other appropriate agency.

Drug-Free Workplace Awareness Program for Supervisors

Part 1 Introduction

Introduction - Common Dangers of Drug Abuse in the Workplace

The SCC Drug-Free Workplace Policy is a natural complement to other initiatives that help ensure a safe and healthy place to work. By educating ourselves about the dangers of drug abuse and encouraging individuals with related problems to seek help, drug-free workplace programs help reduce injuries and illnesses. Drug-free workplace programs like this one also send a clear message to everyone that the safety, health, and well-being of all SCC employees is very important.

Most drug users, binge and heavy drinkers, and people with substance abuse problems are employed and many of them bring their problems into the workplace. It is estimated that 1 in 5 workers between the ages of 18 and 25 and 1 in 8 workers between the ages of 26 and 34 abuse drugs while at work. This presents a serious problem for the both employers of these people and their co-workers.

Both the economic and human costs of drug and alcohol abuse are alarming. The National Institute of Health reported that alcohol and drug abuse cost the U.S. economy \$275 billion in 1995 (the most recent year for available data). Numerous studies suggest that substance abuse is having a profound affect on the workplace in terms of decreased productivity; increased accidents; increased absenteeism and tardiness; increased ailments such as flues, colds, and headaches; deterioration of physical appearance; Increased turnover; increased financial problems; and unusually high medical costs.

Drug-Free Workplace Awareness Program for Supervisors

Part 1 Introduction

Introduction - Common Dangers of Drug Abuse / Contacting EAP

In addition, the impact of employee substance abuse is a problem that extends beyond the person with the problem. Co-worker job performance is compromised and attitudes are negatively affected. Studies show that 1 in 5 workers have reported having been put in danger or injured by co-workers due to drinking on the job. Studies also find that employees sometimes work harder or re-do work to cover up for co-workers with drinking problems.

It is important for all of us to know that SCC offers full-time and regular part-time employees assistance with personal issues through our Employee Assistance Program (EAP) provider, Horizon Health. Through the services of Horizon Health, counselors are available to help employees of SCC and their household members resolve personal and work problems including those related to alcohol and drug abuse.

When an employee contacts the EAP:

- assistance is confidential and SCC does not acquire knowledge of who uses the service,
- information provided to the EAP, including the employee's name, is kept confidential and will not be shared with SCC,
- the service is available 24 hours a day, every day.

HORIZON HEALTH
Employee Assistance Program
1-800-272-7252
horizoncarelink.com
Login ID: SCC
Password: SCC

Drug-Free Workplace Awareness Program for Supervisors

Part 1 Introduction

Introduction - Available Assistance and Resources for SCC Employees

One of our top goals is to make SCC a “great place to work.” And, through our Drug-Free Workplace Policy, we can do what’s best for you, the College, and for those we serve. If you should have questions about this program, please contact the Human Resources Department at (407) 708-2101.

Federal Guidelines

The Drug-Free Workplace Act of 1988 provides employers with guidelines for a drug free workplace. www.dol.gov/elaws/drugfree.htm

Florida State Guidelines

Florida statute 112.0455 provides direction as to promoting the goal of drug-free workplaces. www.flsenate.gov/Statutes

Florida Drug Addiction Treatment and Alcohol Addiction Treatment Centers

www.drug-rehabs.org/Florida-Orlando-drug-rehab.hrm

Orlando Drug Rehab and Alcohol Addiction Treatment Information

www.drug-rehab.org/Florida-Orlando-drug-rehab.hrm or call 1-877-437-8422

Drug-Free Workplace Awareness Program for Supervisors

Part 1 Introduction

Introduction - Penalties Imposed on SCC Employees

Employees are required to follow SCC's Drug-Free Workplace policy, thus ensuring that the College is in compliance with the Federal Drug-Free Workplace Act of 1988.

Penalties for failure to adhere to the policy including drug abuse violations are described in: SCC policy 2.320P-Termination of Staff and SCC Procedure 2.1900-Employee Discipline.

SCC's Policy 2.100-Drug-Free Workplace states in part:

The College shall require any employee convicted of a criminal drug statute occurring in the workplace to notify the College of the conviction within five (5) days following the conviction.

The College shall notify the appropriate Federal Grant Agency within ten (10) days of receiving notification from an employee.

Within thirty (30) days of receiving an employee notification of violation the College shall:

Review the circumstances of the case and

- > terminate the employee, or
- > continue the employment relationship under the condition that the employee at employee cost satisfactorily participate in a drug assistance or rehabilitation program approved for such purposes by the Federal, State, or local health, law enforcement, or other appropriate agency.

Drug-Free Workplace Awareness Program for Supervisors

Part 2 Supervisor's Role

Supervisor's Role - Communication is Key

Whether you are a Program Manager, Dean, Department Chair, Manager, Director, Vice President, or President, if you hold a supervisory role here at SCC, you have the responsibility to create and maintain a drug-free workplace environment.

As a SCC supervisor, employees look to you to communicate the policies of the College. It is your responsibility to make sure that every member of your staff completes the drug-free awareness program.

You can find a copy of our Drug-Free Workplace Policy in the SCC Policy and Procedure database. Follow this link : <http://www.scc-fl.edu/policies-procedures/policies/personnel/2.100.htm>

Any time you are concerned that an employee may have a substance abuse problem contact the Director of Human Resources at (407) 708-2101.

Drug-Free Workplace Awareness Program for Supervisors

Part 2 Supervisor's Role

Supervisor's Role - Communication is Key

When you communicate to employees about our Drug-Free Workplace policy, remember that your role is to:

- Maintain a safe, secure, and productive work environment,
- Protect the health and safety of all employees, students, and the public,
- Communicate a clear message that alcohol and drug abuse at SCC is prohibited,
- Encourage employees with related problems to voluntarily seek help from our EAP,
- Comply with the College's Drug-Free Workplace policy,
- Safeguard the College's assets from theft or destruction,
- Protect confidential information,
- Maintain the College's quality, integrity, and reputation,
- Meet with your employees and discuss their performance regularly,
- Treat all employees fairly, and
- Act in a manner that does not demean or label people.

Drug-Free Workplace Awareness Program for Supervisors

Part 2 Supervisor's Role

Supervisor's Role - What to Do

As a SCC supervisor, make sure to do the following:

- DO make sure the College's policy is clearly communicated to your employees,
- DO contact the Human Resources Department at the first sign of any problems,
- DO safeguard your employee's confidentiality,
- DO emphasize that you are concerned with the employee's work performance,
- DO always have documentation substantiating the performance problems,
- DO emphasize that contact with the EAP can be voluntary and confidential, and
- DO encourage employees to voluntarily contact the EAP. In some cases, EAP attendance will be required by management referral as part of an improvement plan.

Drug-Free Workplace Awareness Program for Supervisors

Part 2 Supervisor's Role

Supervisor's Role - What Not to Do

As a SCC supervisor you play an important role in creating a safe and productive work environment. However, your role has limits and you are not expected to be the “police” or a “counselor.” Make sure to follow these guidelines:

- DO NOT discuss alcohol or drug use with the employee (focus on job performance and job-related behaviors),
- DO NOT try to diagnose drug or alcohol problems,
- DO NOT try to have all the answers, provide counseling, or therapy,
- DO NOT make moral judgments or act on behalf of the law,
- DO NOT “cover up” for an employee’s behavior, or do his/her work,
- DO NOT rationalize a person’s behavior and try to make it acceptable, and
- DO NOT avoid the problem employee (this actually enables their behavior).

Drug-Free Workplace Awareness Program for Supervisors

Part 2 Supervisor's Role

Supervisor's Role - Performance Problems

An employee's job performance problems might be caused by substance abuse. However, never assume that an employee has a substance abuse problem and never discuss alcohol or drug abuse with an employee.

Some indicators of poor job performance that MIGHT be related to substance abuse include:

- Poor attendance including missing days and frequently arriving late,
- Co-workers or students making complaints, and
- Incomplete work, mistakes, or missed deadlines.

If you suspect your employee has a drug or alcohol problem, contact the Human Resources Department at (407) 708-2101.

Drug-Free Workplace Awareness Program for Supervisors

Part 2 Supervisor's Role

Supervisor's Role - Performance Problems

If during your conversation, you learn of or suspect that the employee has an alcohol or substance abuse problem, provide the employee with our EAP information. Make sure to NOT discuss alcohol or drug use with the employee. Rather, express your concern for their well-being and provide them with the EAP contact information.

Make sure to document your conversation and inform the Human Resource Department. If the employee's performance problem persists, work with the Human Resource Department and your employee to create a performance improvement plan. This plan documents what the employee must do correct his/her behavior, when the behavior must be corrected, and the consequences to the employee if the behavior is not corrected.

Drug-Free Workplace Awareness Program for Supervisors

Part 2 Supervisor's Role

Supervisor's Role - Crisis Situations

Crisis situations are not common at SCC. But, as a supervisor you do need to act appropriately if such an event did occur. A crisis requires your immediate action and may involve a situation where an employee is:

- Behaving in such a manner that is hurting someone else,
- Behaving in such a manner that may result in harming himself/herself,
- Making serious threats to harm someone or himself/herself,
- Obviously impaired and may cause injury to himself/herself or others,
- Possessing alcohol or illegal drugs while at work, or
- Acting illegally by using, manufacturing, or distributing controlled substances in our workplace.

Drug-Free Workplace Awareness Program for Supervisors

Part 2 Supervisor's Role

Supervisor's Role - Crisis Situations

In situations where injury has occurred or may occur, do the following:

- Try to separate the problem employee from other people, without placing yourself in harms way.
- Call SCC Security SLM:(407) 708-2178, OVE:(407) 971-5020, ALT(407) 404-6100, HEA(407) 708-4410,
- Call your supervisor,
- Call SCC Human Resources (407) 708-2101, and
- If you suspect that the employee is impaired, and you cannot reach Human Resources or your supervisor, send the employee home. Arrange for transportation. DO NOT allow the employee to drive himself/herself home.

When everyone is safe, immediately document what you experienced. Documentation is required, make sure to include the following:

- Day, time, and location,
- Names of those involved including names of witnesses,
- Exactly what you saw and heard, and
- What parts of the Drug-Free Workplace policy were violated.

Drug-Free Workplace Awareness Program for Supervisors

Part 2 Supervisor's Role

Supervisor's Role - EAP and Confidentiality

SCC offers all full-time and regular part-time employees access to an EAP. These type of programs are commonly referred to as "EAPs." Our EAP provider is Horizon Health. It is important for you to know and share information about our EAP. For example, our EAP:

- Provides access to professional counseling services 24 hours a day, every day,
- Helps employees decide what to do if they have a problem with alcohol or other drugs,
- Can help other members of the employee's household,
- Regards all communication as confidential and does not share any information with SCC, and
- Operates under a code of ethics to protect the confidentiality of employees and the family members they serve.

Drug-Free Workplace Awareness Program for Supervisors

Part 2 Supervisor's Role

Supervisor's Role - EAP and Confidentiality

Please be aware that there are limits to confidentiality. That is, under certain circumstances, it is necessary to release information to certain parties. For example:

- If information surfaces about child abuse, elder abuse, or threats of homicide or suicide, this information must be shared with the authorities according to the law,
- A “referring” supervisor can be made aware that an employee is participating in the EAP,
- Results of an assessment, such as a drug test, can be released to the employer,
- Information to verify medical information or to authorize release time or “fitness-for-duty” concerns may be released, and
- Medical information may be released to an insurance company in order to qualify for coverage.

Drug-Free Workplace Awareness Program for Supervisors

Part 2 Supervisor's Role

Supervisor's Role - EAP and Confidentiality

Employees access the EAP in two ways:

1. Employees can contact the EAP on their own. This communication is held confidential between the employee and the EAP (other than the limits to confidentiality as specified in the previous slide).
2. The College may make a management referral and require an employee to contact the EAP. This is fully managed by the Director of Human Resources. There are legal considerations involved in such a referral so you, as a supervisor, should not contact the EAP to refer an employee or inquire about an employee's progress. All such referrals and communication with the EAP are managed by Human Resources.

One of your key responsibilities as a supervisor, is to work for the success of your employees. After discussing performance problems with your employee and documenting those problems, work to support the employee. Some things you can do include:

- Continue to provide timely feedback on job-related behavior and work performance,
- Provide accurate performance appraisals and fair treatment,
- Give the employee some time to adjust to doing things differently,
- Always respect the employee's privacy, and
- Take corrective action if old behaviors reappear.

Drug-Free Workplace Awareness Program for Supervisors

The End – You Must Submit an Acknowledgement Form

If you have accessed this program from the ANGEL system, navigate back to the “Drug Free Awareness Programs” page by clicking on “[Drug Free Awareness Programs](#)” on the (blue) menu bar above. Select the “[Acknowledgment Form](#)” link, read the statement, click inside the round button, and select “submit.” This submits your form online and you DO NOT need to submit a paper hard copy of this form.

If you have accessed this program from the Human Resources web page go to the “Drug-Free Workplace Program” page (<http://www.scc-fl.edu/hr/drugawareness>) and select the “Program Acknowledgment Form” link. Read and print this form, print and sign your name, and send the form to the Human Resource Department, S/LM Campus, Building A.