

Subject: **Alcohol & Drug Problems, and Emotional Illness**

Applies to: All Faculty and Staff

- I. Policy: The University, with emphasis on maintaining a safe and efficient work environment, is concerned for the well being of faculty and staff and those they serve.

Drug abuse, alcoholism, and emotional problems are recognized as illnesses and should be treated as such. Department heads and supervisors are expected to assist faculty and staff in seeking professional care, as well as to provide support and encouragement and to make reasonable adjustments to assist individuals during rehabilitation periods. The Employee Assistance Program is available to employees and supervisors who need advice and assistance.

II. Guidelines:

- A. Supervisors should evaluate and document misconduct or job performance problems, including interpersonal relations affecting the work as job performance issues.
- B. Individuals may use accrued Sick Leave benefits during periods of rehabilitation provided medical certification is received from a health care provider.
- C. When a period of rehabilitation is expected to exceed six months, an eligible faculty or staff member may apply for benefits under the Long-Term Disability Plan.
- D. When recommended by the faculty or staff member's health care provider in consultation with the Office of Human Resources, departments should be prepared to make short-term job adjustments upon an individual's return to work following absence for treatment or rehabilitation. Reasonable job performance standards should be maintained.
- E. 1. The University reserves the right to require a faculty/staff member to undergo a health assessment which may include testing for controlled substances if there is cause for reasonable suspicion that the individual has a substance abuse problem.

