SUBJECT: Drug and Alcohol Abuse

I. All employees are expected to comply with all local, state and federal laws regarding the use, sale, possession, distribution or manufacture of controlled substances. Moreover, because Midland College strives to provide a safe and healthy workplace for all its employees, the abuse of alcohol and other drugs, legal or illegal, by the faculty and staff will not be tolerated. Proven abuse may result in immediate termination. However, every effort will be made to rehabilitate alcohol or drug abusers. Therefore, Midland College’s policy is to support a program of drug education, prevention and assistance, and referral in correcting a problem that may interfere with job performance and the responsibilities of its employees.

The three areas of emphasis are:

A. Education and Prevention

Primary emphasis will be directed at informing employees of the different aspects involving drug and/or alcohol abuse. The other purpose of this program is the prevention of drug and/or alcohol abuse.

B. Intervention

Individuals with potential drug and/or alcohol abuse problems will be encouraged to seek counseling. Other support measures, such as intervention may be utilized.

C. Referral

Those employees who are identified as abusing drugs and/or alcohol to the extent that it interferes with job performance will be referred to a drug and/or alcohol abuse program, based on the best plan for the individual. Participation in such a program will be encouraged by Midland College. Failure to participate in a drug and/or alcohol abuse program to which an employee has been referred may result in termination of employment.

II. The objective of the drug and/or alcohol abuse program is to assist valued employees in maintaining job performance. To accomplish this, it is necessary to (1) identify employees with drug and/or alcohol abuse problems at the earliest possible stage, and (2) motivate them to seek help and direct them towards the best assistance available.
A. Identity of Employee with Drug and/or Alcohol Abuse Problems

The success of the program depends upon the awareness, concern, and effort of supervisors and co-workers. Once a supervisor has determined that an employee’s job performance has been affected by chemical abuse, he or she will:

1. Have a conference with the employee to discuss the potential problem.
2. Request that the employee seek treatment.
3. Prepare a written summary of the conference and referral request, have the employee sign the summary, and place it in employee’s file.
4. Notify the employee’s immediate supervisor of this action.

Supervisors must realize that some employees will admit to having a chemical abuse problem and will seek help voluntarily. Self referral is encouraged. For those employees who deny having a chemical abuse problem, the supervisor, at his or her discretion, may contact the employee's family to request intervention, or may consider termination of employment.

The employee is responsible for cooperating in his/her recovery. After a reasonable opportunity for progress, discipline up to and including termination of employment may occur if chemical abuse continues to affect job performance.

B. Motivate Employee to Seek Help and Referral

1. The employee or the supervisor will contact the personnel office for referral information.
2. The personnel office will provide a listing of agencies and treatment centers dealing with chemical abuse, insurance coverage, and sick leave policy. The employee and/or supervisor may contact agencies and insurance company directly.

The confidential nature of this procedure will be preserved in the same manner as all other requests for counseling or referral assistance.