

# Employee Education

## Drug-Free Workplace



Provided by the Office of the Assistant Secretary for Policy  
U.S. Department of Labor

(<http://www.dol.gov/elaws/asp/drugfree/employee/screen69.asp>)

Edited by Noble Public Schools for use with Noble Public School  
Employees

# Employee Education Outline

- Objectives of training
- Overview of Drug-Free Workplace Policy
- Impact of substance abuse in the workplace
- Understanding addiction
- Signs and symptoms of substance abuse
- Family and coworker impact
- Assistance
- Confidentiality
- Specific drugs of abuse

# Objectives of Training

**At the end of the Power Point Training, Noble employees should be familiar with the Drug-Free Workplace Policy and aware of the dangers of alcohol and drug abuse. Employees should understand:**

- The requirements of the Drug-Free Workplace Policy
- The prevalence of alcohol and drug abuse and its impact on the workplace
- How to recognize the link between poor performance and alcohol and/or drug abuse
- The progression of the disease of alcohol and drug addiction
- What types of assistance may be available

# Overview of Drug-Free Workplace Policy

The Drug-Free Workplace Policy accomplishes two major things:

- Sends a clear message that alcohol and drug use in the workplace is prohibited
- Encourages employees who have problems with alcohol and other drugs to voluntarily seek help

# DRUG-FREE WORKPLACE POLICY

- Below are two links that Noble Public School Employees will need to review.
  - First is the Noble Public School Drug-Free Workplace Policy & Workplace Drug and Alcohol Testing Regulations
    - [Noble Public Schools Drug-Free Workplace Policy and Workplace Drug and Alcohol Testing Regulations](#)
  - The second link is the Drug-Free Workplace Notice to Employees (Signature Page)
    - [Drug-Free Workplace Notice to Employees](#) (Signature Page)

# The Drug-Free Workplace Policy exists to:

- Protect the health and safety of all employees, students and the public
- Safeguard our schools from theft and destruction
- Maintain the Family Educational Rights and Privacy Act
- Maintain quality performance and employee/employer integrity and reputation
- Comply with the Drug-Free Workplace Act of 1988 or any other applicable laws

# The Drug-Free Workplace Policy answers the following questions:

- What is the purpose of the policy and program?
- Who is covered by the policy?
- When does the policy apply?
- What behavior is prohibited?
- Are employees required to notify supervisors of drug-related convictions?

- Does the program include drug testing?
- What are the consequences for violating the policy?
- Are there Return-to-Work Agreements?
- What type of assistance is available to employees needing help?
- How is employee confidentiality protected?
- Who is responsible for enforcing the policy?
- How is the policy communicated to employees?



# Impact of Substance Abuse in the Workplace

- **Employee health** - Substance abusers tend to neglect their nutrition, sleep and other health needs, and substance abuse depresses the immune system.
  - Impact – higher health benefit usage, increased use of sick time, more absenteeism and tardiness
- **Safety** - Common effects of the use of alcohol and other drugs are impairments in vision, hearing, attention span, muscle coordination, alertness and mental acuity.
  - Impact – more accidents, more worker's compensation claims

# Impact of Substance Abuse in the Workplace

- **Productivity** - Employees who abuse alcohol or use drugs can be physically and mentally impaired on the job. Substance abuse interferes with job satisfaction and the motivation to do a good job.
  - Impact – reduced output, increased errors, lower quality
- **Decision making** - Employees who use alcohol and/or drugs often make poor decisions and have a distorted perception of their ability.
  - Impact – reduced innovation, reduced creativity, reduced competitiveness, poor daily and strategic decisions

# Impact of Substance Abuse in the Workplace

- **Employee morale** - The presence of an employee with drug and/or alcohol problems places a strain on relationships between coworkers. Organizations that appear to condone drug use create the image that the organization does not care.
  - Impact – higher turnover, diminished quality, reduced team effort
- **Security** - Employees with drug and/or alcohol problems often have financial difficulties, and employees using illegal drugs may conduct illegal activities in the workplace.
  - Impact – theft, law enforcement involvement

# Impact of Substance Abuse in the Workplace

- Organizational image and community relations – Accidents, lawsuits and other incidents may receive media attention.
  - Reduced trust and confidence, reduced ability to attract high quality employees, decreased school/financial well-being

**Abuse:** Using a substance to modify or control mood or state of mind in a manner that is illegal or harmful to oneself or others. Potential consequences of abuse include:

- Accidents or injuries
- Blackouts
- Legal problems
- Poor job performance
- Family problems
- Health problems

## **Addiction:**

The irresistible compulsion to use alcohol and other drugs despite adverse consequences. It is characterized by repeated failures to control use, increased tolerance and increased disruption in the family.

# Understanding Addiction

For one in ten people, abuse leads to addiction. Addiction to alcohol and other drugs is:

- **Chronic** - Once you have developed an addiction, you will always have to deal with it. You may manage to stop using alcohol or other drugs for significant periods of time, but for most the disease doesn't disappear but rather goes into remission. Should you attempt to resume "normal" use, you will rapidly return to addictive, out of control use and abuse.
- **Progressive** - Addiction gets worse over time. With some drugs, the decline is rapid; with others, like alcohol, it can be more gradual, but it does get worse. Alcohol and other drugs cause a biochemical change in the nervous system that can persist even after the substance leaves the blood. Repeated use causes progressive damage.

# Understanding Addiction

- **Primary** - Addiction is not just a symptom of some underlying psychological problem, a developmental stage or a reaction to stress. Once your use of alcohol or drugs has become an addiction, the addiction itself needs to be medically treated as the primary illness.
- **Terminal** - Addiction to alcohol and/or other drugs often leads to disease and possibly death.
- **Characterized by denial** - One of the most disturbing and confusing aspects of addiction is that it is characterized by denial. The user denies that his/her use is out of control or that it is causing any problems at home or on the job. The user often seems to be the last to know that his/her life is out of control. There are effective strategies employed by professionals for helping to break through this denial, which must be overcome before treatment can take place.



# Signs and Symptoms of Substance Abuse

- Signs that someone is developing a problem with alcohol and/or drugs cover a wide range and many of them are apparent on the job. Unfortunately, no one wants to believe that a friend, coworker or family member has a substance abuse problem. Subtle changes in behavior often are discounted. Changes in friends, lack of interest in old hobbies and increasing isolation are all minimized. Nonetheless, there is usually ample evidence of a problem if you are willing to recognize the connection between the behavior you observe and the drug and alcohol use.

# Signs and Symptoms of Substance Abuse

Abuse of alcohol and other drugs affects people:

- Emotionally
- Behaviorally
- Physically

## Emotional effects of substance abuse:

- Aggression
- Burnout
- Anxiety
- Depression
- Paranoia
- Denial

# Behavioral effects of substance abuse:

- Slow reaction time
- Impaired coordination
- Slowed or slurred speech
- Irritability
- Excessive talking
- Inability to sit still
- Limited attention span
- Poor motivation or lack of energy

# Physical effects of substance abuse:

- Weight loss
- Sweating
- Chills
- Smell of alcohol

# Family and Coworker Impact

A person's abuse of alcohol or other drugs affects everyone around him or her. Whether it is an employee, an employee's loved one, or a coworker who has a problem, the impact can be felt on the job.

## **Enabling:**

Is the action that someone takes to protect the person with the problem from the consequences of his or her actions.

Unfortunately, enabling actually helps the person to NOT deal with his or her problem.

## Examples of enabling:

- Covering Up
- Rationalizing
- Withdrawing/Avoiding
- Blaming
- Controlling
- Threatening

Examples of traps family members and coworkers may fall into:

- Sympathy
- Excuses
- Apology
- Diversions
- Innocence
- Anger
- Pity
- Tears



# Assistance

## Things to remember:

- Difficulty performing on the job can sometimes be caused by unrecognized personal problems - including addiction to alcohol and other drugs
- Help is available (see Slide 28)
- Although a supervisor may suspect that an employee's performance is poor because of underlying personal problems, it is up to the employee to decide whether or not that is the case

- It is an employee's responsibility to decide whether or not to seek help
- Addiction is treatable and reversible
- An employee's decision to seek help is a private one and will not be made public

**Please note** that Noble Public Schools does not have Employee Assistance Program (EAP) services available. However, **we highly encourage employees** to seek help. Help may be available from:

- Community hotlines
- Self-help groups such as Alcoholics Anonymous, Narcotics Anonymous, Al-Anon, etc.
- Community mental health centers
- Private therapists or counselors
- Addiction treatment centers

# Drug Counseling, Rehabilitation, & Employee Assistance Programs (EAP)

- The following is a list of local and metro Drug Counseling, Rehabilitation, and EAPs
- [Norman Addiction Information & Counseling](#) – 405-321-0022
- [Drug Rehab Norman](#) – 405-698-3760
- [4UN Counseling P.L.L.C.](#) – 405-801-2488
- Norman Alcohol and Drug Treatment Center – 405-573-6624
- Noble Public Schools does not promote one counseling, rehabilitation, or EAP over another. It is the role of Noble Public Schools to provide information regarding the availability of drug counseling, rehabilitation, and EAPs in the area.
- Noble Public Schools is not liable for costs incurred by any employee for any counseling, treatment, rehabilitation, or assistance program.

# Confidentiality

- Problems will not be made public
- Conversations with an EAP professional - or other referral agent - are private and will be protected
- All information related to performance issues will be maintained in his/her personnel file
- Information about referral to treatment, however, will be kept separately

- Information about treatment for addiction or mental illness is not a matter of public record and cannot be shared without a signed release from the employee
- If an employee chooses to tell coworkers about his/her private concerns, that is his/her decision
- When an employee tells his/her supervisor something in confidence, supervisors are obligated to protect that disclosure

However, there are some limits on confidentiality that may require:

- Disclosure of child abuse, elder abuse and serious threats of homicide or suicide as dictated by state law
- Reporting participation in a program to the referring supervisor
- Reporting the results of assessment and evaluation following a positive drug test
- Verifying medical information to authorize release time or satisfy fitness-for-duty concerns as specified in company policy
- Revealing medical information to the insurance company in order to qualify for coverage under a benefits plan

# Specific Drugs of Abuse

- Alcohol
- Marijuana
- Inhalants
- Cocaine
- Stimulants Depressants
- Hallucinogens
- Narcotics
- Designer Drugs



# Penalties for Drug Abuse Violations Occurring in the Workplace

- Any disciplinary action taken against an employee of the district for violation of this policy shall be taken pursuant to the policies and regulations promulgated by the Noble Board of Education and the laws of the State of Oklahoma.

# Notification

- Each employee is hereby notified that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in all workstations in the school district. Such action is prohibited by any employee during that employee's work hours or in the performance of any duties for the school system.

# Signature Page

- Please print off and sign the Drug-Free Workplace Notice to Employees
- Return this form to your designated administrator or supervisor.
  - [Drug-Free Workplace Notice to Employees Signature Page](#)