

If You Suspect Alcohol or Drug Abuse

Substance abuse in the workplace is a difficult issue. Take these steps to ensure the best outcome for your department and your worker.

1. Document the worker's behavior and performance.

Be specific and objective and list actual, not suspected, conduct.

2. Get advice from your Human Resources Department.

They can help you understand:

- What substance abuse recovery programs you can offer the worker.
- What actions are allowed by worker policy and/or union rules.

3. Hold a conference with the worker and your supervisor or a personnel office staff.

4. Describe the problem, using documentation to illustrate specific examples.

5. Define clearly what the worker must do to keep his or her job in terms of:

- Job performance
- Behavior

6. If company policy allows, offer the use of unpaid leave during treatment.

7. Follow policies regarding counseling documentation.

This should contain a description of the behavior that's under discussion and a plan of action that includes:

- A list of required actions or behaviors.
- A timetable for the worker to follow.
- A schedule for progress reports.
- A clear statement of the consequences if unacceptable behavior continues.

8. Call the EAP to talk with one of our professional consultants about making a referral to the EAP.

This provides the worker with access to assistance for any personal or family issues and provides you with ongoing support and feedback regarding the worker's progress at work.

Proper handling of a substance abuse problem can help a valuable worker get back on track or lead to timely termination of a worker who fails to improve. First Sun EAP has a dedicated Risk Management Team available to assist you with these issues. Call any time for a free confidential consultation to discuss these or any workplace issues that affect the performance of your workers. Call us toll free at **800-968-8143** or in Greater Columbia, **803-376-2668**.

For more information on this topic as well as other risk management situations, please see our website at:
www.firstsuneap.com.