

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.
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  - 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.
  - 2. After an absence for rehabilitation and treatment for use of controlled substances, a faculty or staff member may be required to agree to random drug testing for a period of time as a condition of continued employment. Upon returning to work, failure to agree to testing or to successfully pass such tests will result in termination.

III. Procedures:

- A. When faculty or staff members indicate that job performance problems are due to alcoholism, drug abuse, or emotional illness, or if the supervisor has valid reasons to believe that this may be the case, the faculty or staff member should be referred to the Employee Assistance Program, or a faculty or staff member may seek treatment through other available resources.

- B. When drug abuse, alcoholism or emotional illness results in unsatisfactory or unacceptable job performance, the supervisor should inform the faculty or staff member in writing stating the nature of the unsatisfactory or unacceptable job performance, and outlining the necessary steps that the individual is expected to take to ensure that performance standards are met.
- C. If a faculty or staff member fails to start or sustain a recommended treatment program for drug abuse, alcoholism or emotional illness, and continues to fail to meet performance standards, he/she may be terminated due to misconduct or unsatisfactory job performance.
- D. Supervisors should refer problems of alcoholism, drug abuse or emotional illness to the Employee Assistance Program.

The Employee Assistance Program can be contacted at: [www.urmc.rochester.edu/EAP](http://www.urmc.rochester.edu/EAP)

By Phone:

1-585-475-0432

OR Toll Free at 1-888-764-3456

See also Policies:      #154    Corrective Discipline  
                                 #265    Long-Term Disability (LTD) Plan  
                                 #339    Sick Leave Plan for Short-Term Disability