

University of Montana Employee Drug-Free Workplace Education PowerPoint Presentation Transcript

Slide 1 - Employee Drug-Free Workplace Education

Promoting an Alcohol- and Drug-Free Workplace

Accessibility: embedded audio replicates slide notes

Narration 1

Welcome to this employee education session, brought to you by the University of Montana Human Resource Services, promoting an alcohol-and drug-free workplace.

Slide 2 - Employee Education Outline

- Objectives of training
- Overview of Drug-Free Workplace Policy
- Impact of substance abuse in the workplace
- Ways that people use alcohol and other drugs
- Understanding addiction
- Signs and symptoms of substance abuse
- Specific drugs of abuse
- Coworker and family impact
- Assistance
- Confidentiality

Narration 2

We'll be covering many important points during this presentation:

- First, we'll go over the objectives of this training.
- We'll then provide an overview of our Drug-Free Workplace Policy and discuss the impact of substance abuse in the workplace.
- We'll talk about ways that people use alcohol and/or other drugs and try to help you understand addiction by discussing the signs and symptoms of substance abuse.
- We'll discuss specific drugs of abuse and the impact on coworkers and family.
- We'll cover the assistance available for people with alcohol and/or drug issues;
- And explain confidentiality.

Slide 3 - Objectives of Training

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 policy
- The prevalence of alcohol and/or 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 addiction
- What types of assistance may be available

Narration 3

At the end of the training, employees should be familiar with our Drug-Free Workplace Policy and aware of the dangers of alcohol and/or drug abuse.

Employees should understand:

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

Slide 4 - Overview of Drug-Free Workplace Policy

The Drug-Free Workplace Policy accomplishes two major goals:

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

Narration 4

The Drug-Free Workplace Policy accomplishes two major goals:

- It sends a clear message that use of alcohol and/or drugs in the workplace is prohibited; and
- It encourages employees who have problems with alcohol and/or other drugs to voluntarily seek help.

Slide 5 - The Drug-Free Workplace Policy exists to:

- Protect the health and safety of all employees, students and the public
- Safeguard employer assets from theft and destruction
- Protect important research
- Maintain quality, integrity and reputation
- Comply with the Drug-Free Workplace Act of 1988 and any other applicable laws

Narration 5

The policy exists to:

- Protect the health and safety of all employees, students and the public;
- Safeguard employer assets from theft and destruction;
- Protect important research;
- Maintain quality, integrity and reputation; and
- To comply with the Drug-Free Workplace Act of 1988 or any other applicable federal, state or local laws.

Slide 6 - UM's Drug-Free Workplace Policy

- **Policy Number: 710**
- **Policy: Drug-Free Workplace Act, 1988**
- **Date Adopted: 7/89**
- **Revision Date: 4/02**
- **References: [Drug-Free Workplace Act, 1988](#)**
- **Approved By: Vice President for Administration & Finance**
The University of Montana-Missoula is committed to providing a drug-free workplace in compliance with the Drug-Free Workplace Act of 1988. The unlawful manufacture, distribution, sale, possession, or use of a controlled substance in the workplace or while conducting University business is prohibited.

Narration 6

UM's Drug-Free Workplace Policy says: The University of Montana is committed to providing a drug-free workplace in compliance with the Drug-Free Workplace Act of 1988. The unlawful manufacture, distribution, sale, possession, or use of a controlled substance in the workplace or while conducting University business is prohibited. A link to information about the Drug-Free Workplace Act is provided:
<https://webapps.dol.gov/elaws/asp/drugfree/require.htm>

Slide 7 - UM's Drug-Free Workplace Procedure

- Procedure: Drug-Free Workplace Act. 1988 Procedure
- Date Adopted: 03/19/03
- Last Revision: 03/19/03 – (Updated 3/14/14)
- References: Drug-Free Workplace Act. 1988: HRS Procedure

All employees will be notified of this policy. Employees must comply with this policy and notify their immediate supervisor of any criminal drug statute conviction for a violation occurring in the workplace within five (5) days after such conviction. The supervisor is responsible for notifying the Human Resource Services (HRS) office immediately upon notice from the employee. The Human Resource Services office is responsible for notifying the appropriate federal granting agency within ten days of learning of the conviction when the employee involved is working on a federal grant or contract.

Employees who violate this policy will be subject to counseling and/or disciplinary action in accordance with personnel policy or collective bargaining agreements. The University of Montana - Missoula recognizes that behavioral health problems, which affect work performance, may be correctable through treatment and/or counseling. The University strongly supports such counseling measures and employees are encouraged to seek such services.

Narration 7

UM's Drug-Free Workplace Procedure says:

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Slide 8 - UM's Drug & Alcohol Testing Policy

- **Policy Number: 709**
- **Policy: Drug and Alcohol Testing**
- **Date Adopted: 03/99**
- **Revision Date: 04/02**
- **References: MUS 740; 49 CFR Part 40, 382, and 384; MCA 39-2-205-211**
- **Approved By: Vice President for Administration & Finance**

The University of Montana-Missoula complies with the Board of Regents Policy 740, Drug and Alcohol Testing. This policy was developed to comply with federally mandated drug and alcohol testing for certain employee groups.

Narration 8

UM's Drug & Alcohol Testing Policy says: The University of Montana complies with the Board of Regents Policy 740, Drug and Alcohol Testing. This policy was developed to comply with federally mandated drug and alcohol testing for certain employee groups.

Slide 9 - UM's Drug & Alcohol Testing Procedure

University of Montana employees whose job duties require a commercial driver's license (CDL) will be subject to the following types of urine drug and breath alcohol testing: pre-employment (for controlled substances only), post-accident, random, reasonable suspicion, return-to-duty, and follow-up testing, as defined in 49 CFR Part 382.

- [Review UM's complete Drug and Alcohol Testing Procedure](#)

Narration 9

UM's Drug & Alcohol Testing Procedure says: University of Montana employees whose job duties require a commercial drivers license (CDL) will be subject to the following types of urine drug and breath alcohol testing: pre-employment (for controlled substances only), post-accident, random, reasonable suspicion, return-to-duty, and follow-up testing, as defined in 49 CFR Part 382.

In addition, a link to review UM's complete Drug and Alcohol Testing Procedure is provided:

<http://www.umt.edu/hrs/Personnel%20Resources/Personnel%20Policies/docs/DrugandAlcoholTestingProcedure.doc>

Slide 10 - State and Federal Drug and Alcohol Laws and Associated Penalties

View a [summary of Montana state and federal drug and alcohol laws and associated penalties](#) that includes penalties for impaired driving in Montana, Montana drug-related laws, and federal drug penalties associated with possession of a controlled substance.

Narration 10

To review a summary of Montana state and federal drug and alcohol laws and associated penalties, a link is provided to a website that includes penalties for impaired driving in Montana, Montana drug-related laws, and federal drug penalties associated with possession of a controlled substance:

<http://www.umt.edu/vpesa/Drug%20and%20Alcohol/Summary%20of%20Alcohol%20and%20Drug%20Laws.pdf>

Slide 11- Impact of Substance Abuse in the Workplace

- Employee health
- Productivity
- Decision making

Narration 11

Let's talk about the impact of substance abuse in the workplace:

- **Employee Health** – People who abuse alcohol and/or other drugs tend to neglect nutrition, sleep and other basic health needs. Substance abuse depresses the immune system. Its impact on the workplace includes higher use of health benefits; increased use of sick time and higher absenteeism and tardiness.
- **Productivity** – Employees who are substance abusers can be physically and mentally impaired while on the job. Substance abuse interferes with job satisfaction and the motivation to do a good job. Its impact on the workplace includes reduced output; increased errors; lower quality of work and reduced customer satisfaction.
- **Decision Making** – Individuals who abuse alcohol and/or other drugs often make poor decisions and have a distorted perception of their ability. Here, substance abuse's impact on the workplace includes reduced innovation; reduced creativity; less competitiveness; and poor decisions, both daily and strategically.

Slide 12 - Impact of Substance Abuse in the Workplace (continued)

- Safety
- Employee morale
- Security
- Organizational image and community relations

Narration 12

- **Safety** – Common effects of substance abuse include impaired vision, hearing and muscle coordination and low levels of attention, alertness and mental acuity. Its impact on the workplace includes increased accidents; and more workers' compensation claims.
- **Employee Morale** – The presence of an employee with drug and/or alcohol problems creates a strain on relationships between coworkers. Organizations that appear to condone substance abuse create the impression that they don't care. Impact on the workplace includes higher turnover; lower quality; and reduced team effort.
- **Security** – Employees with drug and/or alcohol problems often have financial difficulties, and employees who use illegal drugs may be engaging in illegal activities in the workplace. In this area, substance abuse's impact on the workplace can include theft and law enforcement involvement.
- Finally, substance abuse impacts **Organizational Image and Community Relations** – Accidents, lawsuits and other incidents stemming from employee substance abuse problems may receive media attention and hurt an organization's reputation in the community. The impact on the workplace includes reduced trust and confidence; and reduced ability to attract high-quality employees.

Slide 13 - Ways People Use Alcohol and/or Other Drugs

Use:

- Experimentation
- Social/Recreational
- As a stress reliever

Narration 13

There are various ways that people use alcohol and/or other drugs.

The first is “**use**,” where alcohol and/or other drugs may be used in a socially accepted or medically authorized manner to modify or control mood or state of mind. Examples include having a drink with friends or taking an anti-anxiety agent as prescribed by a physician. This slide lists different ways that people use alcohol and/or other drugs without necessarily becoming addicted.

- **Experimentation** – Out of curiosity and/or at the urging of peers, individuals may try drinking and/or using drugs illegally. If the illegal drug use is not repeated, or discontinues after a short time, such experimentation may not be problematic. Likewise, deciding to drink alcoholic beverages after early experimentation is not problematic for most adults.
- **Social/Recreational** – Drinking alcoholic beverages is permitted in American society, and some excessive use may even be condoned. If use doesn’t cause problems for the user, or those around him/her, most people would consider such use to be social or recreational. Some use marijuana in a similar manner – only in certain social or recreational situations and without immediate adverse consequences.
- **As a Stress Reliever** – Many people use alcohol and/or other drugs to help them cope with pressure or stress. If this type of use is infrequent and doesn’t create more stress or difficulties for the user, or those around him/her, it may not lead to addiction, but alcoholism and/or drug addiction often begins with relief drinking and/or drug use.

Slide 14 - 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 and/or injuries
- Blackouts
- Legal problems
- Poor job performance
- Family problems
- Sexual behavior that increases the risk of sexually transmitted disease

Narration 14

Another form is “Abuse.” When the use of a substance to modify or control mood or state of mind is in a manner that is illegal or harmful to oneself or others, it is considered problematic use, or abuse. Examples of potential consequences of harmful use are:

- Accidents and/or injuries;
- Blackouts;
- Legal problems;

- Poor job performance;
- Family problems; and
- Sexual behavior that increases the risk of sexually transmitted disease.

Slide 15 - Addiction:

The irresistible compulsion to use alcohol and/or other drugs despite adverse consequences. It is characterized by repeated failures to control use, increased tolerance and increased disruption in a person's life.

Narration 15

Finally, there is "Addiction." A number of individuals occasionally use or abuse alcohol and/or drugs without becoming addicted. But for many, abuse continues despite repeated attempts to return to more social or controlled use and leads to addiction. Addiction is the irresistible compulsion to use alcohol and/or drugs despite adverse consequences. It is characterized by repeated failures to control use, increased tolerance and increased disruption in a person's life.

Slide 16 - Understanding Addiction

Addiction to alcohol and/or other drugs is:

- Chronic
- Progressive
- Primary
- Terminal

Narration 16

Unfortunately, it is not possible to tell early on whose use may lead to abuse and/or addiction.

Addiction to alcohol and/or other drugs is:

- **Chronic** – Once someone has developed an addiction, they will always have to deal with it. They may manage to stop using alcohol and/or other drugs for significant periods of time, but for most, the disease doesn't disappear but rather goes into remission. Should someone attempt to resume 'normal' use, they 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.
- **Primary** – Addiction is not just a symptom of some underlying psychological problem, a developmental stage or a reaction to stress. Once someone's use of alcohol and/or drugs has become an addiction, the addiction itself needs to be medically treated as a 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 work or home. 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.

Slide 17 - Risk of addiction:

- Addiction is a family disease
- Prior abuse of alcohol and/or other drugs
- Other contributing factors

Narration 17

It's important to know that addiction is a family disease:

Some people with a history of substance abuse in their family can be more susceptible to developing problems with addiction. Children of alcoholics or addicts are more likely to develop problems. This is due to heredity as well as learned behavior. It is important for parents to realize that children learn much more from watching their behavior than listening to their advice.

Prior abuse of alcohol and/or other drugs has a great impact on developing future problems:

A pattern of abuse develops and can lead to addiction and psychological reliance on drugs and/or alcohol. This can be a slow progression for some and a rapid decline for others. Research demonstrates that the later in life an individual first drinks alcohol and/or uses other drugs, the less likely he or she will be to progress to problem use.

Other contributing factors:

Some people abuse alcohol and/or drugs as part of a self-destructive lifestyle. Other people start to use substances to seek relief from physical and/or emotional pain or crises in their lives. Although some fortunate individuals never develop serious problems and use diminishes or ceases once the precipitating events change, others develop a serious problem before they even realize it.

Slide 18 - Signs and Symptoms of Substance Abuse

Abuse of alcohol and/or other drugs affects people:

- Emotionally and psychologically
- Behaviorally
- Physically

Narration 18

Abuse of alcohol and other drugs affects people emotionally and psychologically, behaviorally, physically.

Slide 19 - Emotional and psychological effects of substance abuse:

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

Narration 19

Emotional and psychological effects of substance abuse include:

- Aggression;

- Burnout;
- Anxiety;
- Depression;
- Paranoia; and
- Denial.

Slide 20 - 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 and/or lack of energy

Narration 20

Behavioral effects of substance abuse include:

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

Slide 21- Physical effects of substance abuse:

- Weight loss
- Sweating
- Chills
- Vomiting
- Smell of alcohol

Narration 21

And physical effects of substance abuse include:

- Weight loss;
- Sweating;
- Vomiting
- Chills; and the
- Smell of alcohol.

Slide 22 - Specific Drugs of Abuse

- Alcohol
- Marijuana
- Inhalants
- Cocaine
- Stimulants (including Methamphetamine)

- Depressants
- Hallucinogens
- Narcotics
- Designer Drugs
- Prescription Drugs

Narration 22

All drugs, including alcohol, chemically alter the mind and body. As a result, use of drugs and/or alcohol can impair motor skills, hinder judgment, distort perception, decrease reaction time and interfere with other skills necessary to do a job safely and efficiently.

Specific drugs of abuse include:

- Alcohol
- Marijuana
- Inhalants
- Cocaine
- Stimulants (including Methamphetamine)
- Depressants
- Hallucinogens
- Narcotics
- Designer Drugs and
- Prescription Drugs

Different classifications of drugs will produce very different signs of use and abuse and all have their own set of symptoms.

Slide 23 - Coworker and Family Impact

Enabling:

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 problems.

Narration 23

Coworkers and families can have a significant impact on substance use and abuse.

One way is through “**enabling**” – an 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 problems.

Slide 24 - Examples of enabling:

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

Narration 24

Examples of enabling include:

- **Covering Up** – Providing alibis, making excuses or even doing an impaired worker's work rather than confronting the issue that he/she is not meeting his/her expectations.
- **Rationalizing** – Developing reasons why the person's continued substance abuse or behavior is understandable or acceptable.
- **Withdrawing/Avoiding** – Avoiding contact with the person with the problem.
- **Blaming** – Blaming yourself for the person's continued substance abuse or getting angry at the individual for not trying hard enough to control his/her use or to get help.
- **Controlling** – Trying to take responsibility for the person by throwing out his or her drugs, cutting off the supply or trying to minimize the impact by moving him or her to a less important job; and
- **Threatening** – Saying that you will take action, like ceasing to cover up and/or taking formal disciplinary action, if the employee doesn't control his or her use, but then not following through.

Slide 25 - Examples of traps coworkers and family members may fall into:

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

Narration 25

Further, there are many traps that coworkers and family members may fall into. They include:

- **Sympathy** – Trying to get someone involved in his or her personal problems.
- **Excuses** – Having increasingly improbable explanations for everything that happens.
- **Apology** – Being very sorry and promising to change.
- **Diversions** – Trying to get someone to talk about other issues in life or in the workplace.
- **Innocence** – Claiming he or she is not the cause of the problems someone observes, but rather the victim.
- **Anger** – Showing physically intimidating behavior, and blaming others.
- **Pity** – Using emotional blackmail to elicit someone's sympathy and guilt; and
- **Tears** – Falling apart and expressing remorse upon confrontation.

Slide 26 - Assistance

Things to remember:

- Difficulty performing on the job can sometimes be caused by unrecognized personal problems - including addiction to alcohol and/or other drugs
- Help is available

- Although a supervisor may suspect that an employee's performance is poor because of personal problems, it is up to the employee to decide whether or not that is the case

Narration 26

When it comes to assistance, there are several important things to remember:

- First, difficulty performing on the job can sometimes be caused by unrecognized personal problems – including addiction to alcohol and/or other drugs;
- Help is available; and
- 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.

Slide 27 - Assistance – Things to remember (continued)

- 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

Narration 27

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

Slide 28 - Drug and Alcohol Resources for Faculty and Staff

Montana University System (MUS) Benefits Plan participants are eligible for four free, confidential sessions with an in-network counselor for any issues that may be causing stress or disruption. The four sessions are available each plan year and can be used for any issue including family, personal, work, health, or other issues. To locate an in-network counselor, employees are instructed to contact their medical plan administrator directly or through their websites located on the last page of the MUS Choices Annual Benefits Enrollment Workbook, which can be accessed at the [MUS Choices website](#).

Narration 28

Drug and Alcohol Resources for Faculty and Staff

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Slide 29 - Benefits of Counseling

- Counseling can help employees decide what to do if they have a problem with alcohol and/or other drugs
- Counseling can also help an employee decide what to do if someone in his or her family or workgroup has a problem
- Conversations with a counselor are confidential

Narration 29

Benefits of Counseling:

- Counseling can help employees decide what to do if they have a problem with alcohol and/or other drugs;
- Counseling can also help an employee decide what to do if someone in his or her workgroup or family has a problem; and
- Conversations with a counselor are confidential.

Slide 30 - Employee Medical Benefits for Inpatient & Outpatient Treatment

Montana University System (MUS) Benefits Plan participants are eligible for inpatient and outpatient benefits for chemical dependency. More information is in the MUS Choices Annual Benefits Enrollment Workbook, which can be accessed at the [MUS Choices website](#).

Narration 30

In addition, medical benefits for inpatient & outpatient chemical dependency treatment is available:

Montana University System (MUS) Benefits Plan participants are eligible for inpatient and outpatient benefits for chemical dependency treatment. More information is available in the MUS Choices Annual Benefits Enrollment Workbook, which can be accessed at the MUS Choices website: <http://www.choices.mus.edu/>

Slide 31 - Additional Community Assistance Resources

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

Narration 31

Additional resources are available in the Missoula Community

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

Slide 32 - Confidentiality

- Problems will not be made public
- Conversations with a mental healthcare provider are private and will be protected
- All information related to performance issues will be maintained in the employee's personnel file
- Information about any referral to treatment, however, will be maintained in a separate, secure location

Narration 32

Confidentiality is a core principle of counseling services. Employees need to know that:

- Problems will not be made public;
- Conversations with a mental healthcare provider are private and will be protected; and
- All information related to performance issues will be maintained in the employee's personnel file; however
- Information about any referral to treatment, will be maintained in a separate, secure location.

Slide 33 - Confidentiality – (continued)

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

Narration 33

Confidentiality – (continued)

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

Slide 34 - A Safer, Drug-Free Workplace

- Recognize the impact of alcohol and/or drug abuse in the workplace
- Understand and follow the Drug-Free Workplace Policy
- Remember the types of assistance available
- Additional information on substance abuse can be accessed on the [Substance Abuse and Mental Health Services Administration website](#) and the [National Institute on Alcohol Abuse and Alcoholism website](#).

Narration 34

To conclude, we hope that this presentation has shed some light on the impact of drug and/or alcohol abuse in the workplace, the value of drug-free workplace programs, and where employees struggling with substance problems can turn for help.

Remember, additional information on substance abuse can be accessed on the Substance Abuse and Mental Health Services Administration (SAMHSA) website at: <http://www.samhsa.gov/> and The National Institute on Alcohol Abuse and Alcoholism (NIAAA) website at: <https://www.niaaa.nih.gov/>

Information for this presentation was obtained from the U.S. Department of Labor's Working Partners for an Alcohol- and Drug-Free Workplace Program, the Substance

Abuse and Mental Health Services Administration (SAMHSA) and the National Institute on Alcohol Abuse and Alcoholism (NIAAA)