CHEMICAL DEPENDENCY POLICY STATEMENT

a. Definition – By chemical dependency is meant both alcoholism and other drug dependencies, an addictive use of substances that include, but are not limited to: alcohol, amphetamines, cannabis, cocaine, hallucinogens, inhalants, opiates, and sedatives. Along with the majority of professional authorities, John Carroll University regards chemical dependency as a primary, progressive, and fatal disease.

b. Purpose of Policy – Conscious of its obligation to employees troubled by chemical dependency, of the negative impact of such dependency on job performance, and of its educational mission the University is establishing the present policy to address this problem and to encourage and assist chemically dependent employees to secure treatment promptly.

c. Cases of Impaired Job Performance – When there is a deficiency in job performance, whether or not sufficient to warrant disciplinary action or termination, and where in the judgment of the appropriate supervisor there seems sufficient grounds for suspicion that alcoholism or other drug dependency may be a contributing factor in this deficient job performance, the supervisor must advise the employee of the deficiency and of the suspected link with chemical dependency, and must further suggest that the employee seek a professional evaluation that can establish whether or not there is a chemical dependency and, if there is, recommend appropriate treatment.

d. Recommended Treatment – If, upon professional evaluation, professional treatment is recommended, the employee may take advantage of provisions already in place in the form of sick leave, personal leave, vacation, unpaid leave, and disability to secure the necessary in-patient or out-patient treatment, which are provided for in the University health plans. However, regular and serious attendance at Alcoholics Anonymous and/or Narcotics Anonymous meetings can greatly enlighten, motivate, and provide the means for sobriety. Thus professional treatment for chemical dependency and/or treatment by regular attendance at AA/NA meetings are the normal recommendations in the event that chemical dependency is diagnosed. The University must be confident that the employee will take one or preferably both of these means.

e. Options for Employees – If the employee agrees to the recommended treatment, the University guarantees that, as in the case of any illness or handicap, neither the illness nor the acceptance of treatment itself will be the cause of any adverse consequences in tenure, advancement in rank, salary, or trust in the employee’s value to the University. However, if competent evaluation or recommended treatment is refused or if the deficiency in the performance of duties continues despite treatment, the supervisor or administrator will take appropriate action for the job performance deficiency, including, but not necessarily limited to disciplinary action and termination, in accordance with published University policies and procedure.
f. **Concern for Employees in Other Cases** - While this policy addresses situations where job performance is impaired and does not seek to intrude upon the privacy of individuals in other cases, the University is, nevertheless, concerned about the personal well being of its employees even where the effects of chemical dependency may not be manifested in job performance. Employees who suspect their drinking is abnormal or are concerned about their use of other drugs are strongly encouraged to take advantage of the opportunities available for evaluation and treatment and to consult without prejudice to their career appropriate resources either within or outside among its members. Those who believe a colleague may be alcoholic or abusing other drugs, even when this does not seem to be job-related, are strongly urged to seek information about how they may help that person as a friend discretely and effectively.

g. **Resources** – Deans, chairpersons, and non-faculty supervisors about to implement this policy or individuals concerned about themselves or a colleague may seek the advice and guidance of the Director of Human Resources, who will maintain a current list of the appropriate internal or external resources competent to answer their questions about the nature and treatment of alcoholism or other drug dependencies, insurance coverage, approved diagnostic and treatment centers, or other concerns.

h. **Confidentiality** – In every step of the processes envisioned by this policy, whether undertaken formally or informally, care must be exercised to preserve confidentiality and the reputation of the employee concerned.

i. **Education** – The University recognizes its responsibility to provide its members with education about chemical dependency. The Director of Human Resources, Campus Ministry, the University Counseling Service, and the University Health Services will collaborate to provide the faculty and staff from time to time with information about chemical dependency and other wellness issues.

j. **Prohibitions** – The University prohibits the illegal use, manufacture, distribution, or possession of drugs at the workplace.

k. **Employee Obligation** – Employees are obligated to notify the University within five days of any conviction for drug violations in the workplace.

l. **Students** – The above policy applies to University employees. Policies and recommendations concerning chemical dependency for students are contained in the Student Handbook.