

SDCRAA HUMAN RESOURCES STANDARDS AND PROCEDURES

Section: **Workplace Practices**
Standard: **ACCOMMODATION FOR SUBSTANCE ABUSE REHABILITATION**
Section #: **D-15**
Effective: May 13, 2008

See Also: Substance Abuse/Drug Free Workplace; Workplace Privacy; mandatory Drug and Alcohol Testing; Employee Assistance Program; Attendance; Corrective Action; Formal Discipline

GENERAL STANDARD

As required by applicable state law, the Authority provides reasonable accommodation to any employee who voluntarily decides to participate in an alcohol or drug rehabilitation program, as long as the accommodation does not impose an undue hardship on Authority operations.

SPECIFIC STANDARDS

- ❑ An employee who voluntarily admits to having a substance abuse problem and wishes to participate in an alcohol or substance abuse rehabilitation program will be allowed a reasonable period of time off to participate in the program, unless accommodating the employee's request would result in an undue hardship to the Authority.
- ❑ An employee participating in a rehabilitation program may use any accrued but unused PTO for a portion or the entire period of absence. Any additional period of absence will be recorded as "Unpaid Leave."
- ❑ Substance abuse, including an employee's inability to perform assigned job duties safely as the result of intoxication or incapacitation, will not be tolerated and may be grounds for disciplinary action, up to and including termination of employment.

GUIDELINES

An employee generally will be permitted time off for one in-patient rehabilitation program in a twelve-month period.

Reasonable accommodations will be made to allow an employee time to participate in an outpatient rehabilitation program and/or support group meetings such as Alcoholics Anonymous, Narconon, or similar groups so long as performance and behavior expectations are being met.

Managers are asked to provide encouragement and be supportive in offering assistance, but to be firm in communicating Standards and performance expectations.

PROCEDURES

Managers should advise the employee to work through a Human Resources representative and/or the Authority's Employee Assistance Program to get help and for referral to programs that may best serve the employee's needs.

The Human Resources Department staff and representatives of the Authority's Employee Assistance Program can assist managers in determining the most appropriate methods for assisting the employee and managing the situation to meet the Authority's needs and interests.

Managers should contact the Human Resources staff for advice in helping the employee arrange for participation in a rehabilitation program and for making reasonable accommodations in the employee's work schedule in accordance with the program's requirements.

Managers shall ensure that the employee's time sheet accurately reports time taken to participate in a rehabilitation program and that time off clearly is recorded as "PTO" until the employee's PTO balance is exhausted. Any remaining absences should be recorded as "Unpaid Leave."

An employee with sub-standard job performance or attendance problems, whether due to continuing substance abuse or other causes, is subject to disciplinary action, up to and including termination of employment.