

Substance Abuse

Employees with possible alcohol or drug problems are urged to get counseling and treatment. Employees eligible for Archdiocesan benefits may obtain confidential help by calling the Employee Assistance Program provided through Managed Health Network, Inc. at (800) 227-1060 or contacting the Human Resources Office at 503-233-8317. You are responsible for seeking help before an alcohol or drug problem affects work performance or results in a violation of this substance abuse policy.

Your employer strictly prohibits the use of marijuana (in any form) and the unauthorized possession, use, transfer, or offer of any controlled substance or illegal drug while on its property, during work time, in its own or personal vehicles used for its business, or in other circumstances it believes might adversely affect service, safety, or its reputation in the community. Employees are also prohibited from possessing any paraphernalia connected with the use, storage, or sale of illegal drugs or the unlawful manufacture, distribution, and/or dispensing of a controlled substance.

Although moderate alcohol consumption may be permitted at employer-sponsored events, unauthorized use or being under the influence of alcohol, marijuana, a controlled substance, and/or an illegal drug or substance in the workplace or elsewhere during any work related activity - including before work or during breaks or meal periods – also is strictly prohibited. (Illegal drugs and substances include drugs that are not legally obtainable as well as legally obtainable drugs obtained illegally, such as someone else's prescription.)

The use of any drug can adversely affect performance or safety, and the misuse of legal prescriptions is a common form of drug abuse. Yet, in many situations, employees can safely and efficiently perform job responsibilities while taking prescribed drugs. To keep all employees safe, you are required to inform your supervisor before beginning work if you're taking any substance that might affect or impair job-related behavior, motor functions, or physical or mental ability. Your doctor or pharmacist can answer questions about the potential effects of a prescribed drug.

An employee reasonably suspected to be in violation of this policy may be required to submit to testing to determine the presence, use, or involvement with alcohol or drugs. Your employer reserves the right to determine whether reasonable suspicion exists.

An employee who refuses to submit to testing, refuses to cooperate, or attempts to subvert the testing process will be subject to disciplinary action, which may include immediate termination of employment. In addition, your employer reserves the right to involve law enforcement officials for any conduct that might violate state or federal law.

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Employees who have a substance abuse problem can help themselves by enrolling in a rehabilitation program. Overcoming the problem will not only help them in their personal lives, but will aid them in being more effective and productive workers. Depending on the circumstances of each case, an individual who admits to having a substance abuse problem and enrolls in a qualifying program may be eligible for OFLA/FMLA benefits (see Section 9, Family Medical Leave in the employee handbook). At the end of the leave, the employer will require proof that the employee successfully completed the program.

An employee who seeks assistance for a substance abuse problem is still obligated to meet the same standards of performance, productivity, and conduct expected of all employees.