

# ***HOCKING COLLEGE***

## ***SEXUAL HARRASSMENT and DRUG-FREE WORKPLACE POLICIES***

***8/2001***

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## **SEXUAL HARASSMENT**

Sexual harassment is defined as any "unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature submission to which explicit or implicit is made a condition of one's employment, submission to or rejection of which is used as a basis for employment decisions pertaining to the affected individual, or which has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment."

Such conduct may be a violation of an employee's rights and is expressly forbidden here at Hocking Technical College.

Any employee believing that he or she has been subjected to sexual harassment of any kind in the workplace should report the incident to his or her direct supervisor or to the Personnel Director, or both.

All complaints of sexual harassment received will be immediately investigated. Any supervisor or employee involved in sexually harassing another employee will be subject to immediate disciplinary action.

Sexual harassment will not be tolerated at Hocking Technical College.

## RESOLUTION 89-15

### DRUG AND ALCOHOL ABUSE

The abuse of drugs and alcohol is a serious threat to both the College and its employees. Management and employees are equally responsible for maintaining a safe and healthy working environment. For that reason, the College has adopted these policies.

1. The unauthorized possession, use or sale of alcohol or illegal drugs; or the misuse of any legal drugs on College premises or while on College business is prohibited and will constitute grounds for termination.
2. Any employee under the influence of drugs or alcohol which impairs judgment, performance or behavior while on College premises or while on College business will be subject to discipline including termination.
3. The College has a number of jobs which present special safety considerations to employees. These include the use of moving machinery, transportation of goods and persons. The College may require that all employees on jobs which involve special safety considerations be tested periodically for the use of drugs. An employee with positive test results may be disqualified to work in such a job. Test results will be confidential.
4. Each employee is responsible for promptly reporting to College health personnel any use of prescribed drugs which may affect the employee's judgment, performance or behavior.

The College will establish such procedures as it finds necessary to effectively enforce this policy. That may include a requirement that employees cooperate in personal or facility searches when there is reason to believe drugs or alcohol are present, when their performance is impaired or when their behavior is erratic. Refusing to cooperate with these procedures may be cause for disciplinary action, including termination.

The College maintains an Employee Assistance Program (EAP). It strongly urges employees to use the program for help with alcohol or drug problems. It is each employee's responsibility to seek assistance from the EAP before the problems affects judgment, performance or behavior.

## ADDENDUM TO 89-15

In response to the Drug-Free Workplace Act of 1988, Hocking Technical College will:

require each **federally-funded grant employee** to notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction;

that the College will notify the federal agency within ten (10) days after receiving notice from an employee or otherwise receiving actual notice of such conviction;

and take one of the following actions, within thirty (30) days of receiving notice with respect to any employee who is so convicted:

1. Taking appropriate personnel action against such an employee, up to and including termination; or
2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

and make a good faith effort to continue to maintain a drug-free workplace by implementation of the above actions.

## RESOLUTION 91-02

### OFFICIAL POLICY ON DRUG-FREE WORKPLACE

BE IT RESOLVED: by Hocking Technical College's Board of Trustees that effective immediately, any location at which company business is conducted, whether at this or any other site, is declared to be a drug-free workplace. This means:

- \* all employees are absolutely prohibited from unlawfully manufacturing, distributing, dispensing, possessing or using controlled substances in the work place. The following is a partial list of controlled substances. Personnel can provide a complete listing and explanation of controlled substances.
- \* Narcotics (heroin, morphine, etc.)
- \* Cannibas (marijuana, hashish)
- \* Stimulants (cocaine, diet pills, etc.)
- \* Depressants (tranquilizers)
- \* Hallucinogens (PCP, LSD, designer drugs, etc.)

Any employee violating the above policy is subject to discipline, up to and including termination, for the first offense.

- \* Employees have the right to know the dangers of drug abuse in the workplace, the company's policy about them, and what help is available to combat drug problems. This document spells out the company's policy. We will institute an education program for all employees on the dangers of drug abuse in the workplace. To assist employees in overcoming drug abuse problems, the company may offer the following rehabilitative help:
- \* Medical benefits for substance-abuse treatment.
- \* Information about community resources for assessment and treatment.
- \* Counseling program.
- \* Employee assistance program.

In addition, the company will provide supervisory training to assist in identifying and addressing illegal drug use by employees.

- \* Any employee convicted of violating a criminal drug statute in this workplace must inform the company of such conviction (including pleas of guilty and nolo contendere) within five days of the conviction occurring. Failure to inform the company subjects the employee to disciplinary action, up to and including termination for the first offense. By law, the company will notify the federal contracting officer within 10 days of receiving notice of such conviction.
  
- \* The company reserves the right to offer employees convicted of violating a criminal drug statute in the statute in the workplace participation in an approved rehabilitation or drug abuse assistance program as an alternative to discipline. If such a program is offered, and acceptance by the employee, then the employee must satisfactorily participate in the program as a condition of continued employment.

All employees are asked to acknowledge that they have read the above policy and agree to abide by it in all respects. By law, this acknowledgment and agreement are required of you as a condition of continued employment.

#### STUDENT DRUG PREVENTION PROGRAM:

1. The annual distribution (in writing) to each student regardless of length of the student's program of study of:
  - \* Standards of conduct that clearly prohibit, at a minimum the unlawful possession, use, or distribution of illicit drugs and alcohol by students on its property or a part of any of its activities.
  - \* A description of applicable legal sanctions under local state or federal law for the unlawful possession or distribution of illicit drugs and alcohol.
  - \* A description of the health risks associated with the use of illicit drugs and the abuse of alcohol.
  - \* A description of any drug or alcohol counseling, treatment, rehabilitation or re-entry programs that are available to students (employees).

\* A clear statement that the institution will impose disciplinary sanctions on students and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct. A disciplinary sanction may include the completion of an appropriate rehabilitation program.

2. A biennial review by the institution of its program to:
  - a. determine its effectiveness and implement changes to the program if they are needed.
  - b. ensure that its disciplinary sanctions are consistently enforced.



**APPENDIX 3**

**Federal Penalties and Sanctions for Illegal Trafficking and Possession of a Controlled Substance**

Federal Trafficking Penalties

(As of January 1, 1996)

Controlled Substances Act Schedule*	1st Offense	2nd Offense	Quantity	Drug	Quantity	1st Offense	2nd Offense
<b>I and II</b>	<ul style="list-style-type: none"> <li>• Not less than 5 years. Not more than 40 years</li> <li>• If death or serious injury, not less than 20 years or more than life</li> <li>• Fine of not more than \$2 million individual, \$5 million other than individual</li> </ul>	<ul style="list-style-type: none"> <li>• Not less than 10 years. Not more than life</li> <li>• If death or serious injury, not less than life</li> <li>• Fine of not more than \$4 million individual, \$10 million other than individual</li> </ul>	10-99 gm pure or 100-999 gm mixture	Methamphetamine	100 gm or more pure or 1 kg or more mixture	<ul style="list-style-type: none"> <li>• Not less than 10 years. Not more than life</li> <li>• If death or serious injury, not less than 20 years or more than life</li> <li>• Fine of not more than \$4 million individual, \$10 million other than individual</li> </ul>	<ul style="list-style-type: none"> <li>• Not less than 20 years. Not more than life</li> <li>• If death or serious injury, not less than life</li> <li>• Fine of not more than \$8 million individual, \$20 million other than individual</li> </ul>
			100-999 gm mixture	Heroin	1 kg or more mixture		
			500-4,999 gm mixture	Cocaine	5 kg or more mixture		
			5-49 gm mixture	Cocaine Base	50 gm or more mixture		
			10-99 gm pure or 100-999 gm mixture	PCP	100 gm or more pure or 1 kg or more mixture		
			1-9 gm mixture	LSD	10 gm or more mixture		
			40-399 gm mixture	Fentanyl	400 gm or more mixture		
10-99 gm mixture	Fentanyl Analogue	100 gm or more mixture					

\*The Controlled Substances Act (1970) places all substances regulated under federal law into one of five schedules based on the substance's medical use, potential for abuse, and safety or dependence liability.

From Complying with the Drug-Free Schools and Campuses Regulations [34 CFR Part 86]: A Guide for University and College Administrators, by T. Pittayathikhun; R. Ku; D. Rigby; M. Mattsson; and W. DeJong (Washington, D.C.: U.S. Department of Education, Higher Education Center for Alcohol and Other Drug Prevention, 1997), pp. 24-30. Reprinted by permission.

**APPENDIX 3 (cont.)**

**Federal Penalties and Sanctions for Illegal Trafficking and Possession of a Controlled Substance**

Federal Trafficking Penalties

(As of January 1, 1996)

Controlled Substances Act Schedule	Drug	Quantity	1st Offense	2nd Offense
<b>I and II</b>	Others (law does not include marijuana, hashish, or hash oil)	Any	<ul style="list-style-type: none"> <li>• Not more than 20 years</li> <li>• If death or serious injury, not less than 20 years, not more than life</li> <li>• Fine \$1 million individual, \$5 million not individual</li> </ul>	<ul style="list-style-type: none"> <li>• Not more than 30 years</li> <li>• If death or serious injury, life</li> <li>• Fine \$2 million individual, \$10 million not individual</li> </ul>
<b>III</b>	All (included in Schedule III are anabolic steroids, codeine and hydrocodone with aspirin or Tylenol®, and some barbiturates)	Any	<ul style="list-style-type: none"> <li>• Not more than 5 years</li> <li>• Fine not more than \$250,000 individual, \$1 million not individual</li> </ul>	<ul style="list-style-type: none"> <li>• Not more than 10 years</li> <li>• Fine not more than \$500,000 individual, \$2 million not individual</li> </ul>
<b>IV</b>	All (included in Schedule IV are Darvon®, Talwin®, Equanil®, Valium®, and Xanax®)	Any	<ul style="list-style-type: none"> <li>• Not more than 3 years</li> <li>• Fine not more than \$250,000 individual, \$1 million not individual</li> </ul>	<ul style="list-style-type: none"> <li>• Not more than 6 years</li> <li>• Fine not more than \$500,000 individual, \$2 million not individual</li> </ul>
<b>V</b>	All (over-the-counter cough medicines with codeine are classified in Schedule V)	Any	<ul style="list-style-type: none"> <li>• Not more than 1 year</li> <li>• Fine not more than \$100,000 individual, \$250,000 not individual</li> </ul>	<ul style="list-style-type: none"> <li>• Not more than 2 years</li> <li>• Fine not more than \$200,000 individual, \$500,000 not individual</li> </ul>

**APPENDIX 3 (cont.)**

**Federal Penalties and Sanctions for Illegal Trafficking and Possession of a Controlled Substance**

Federal Trafficking Penalties - Marijuana (includes hashish and hashish oil) (as of January 1, 1996)

Description	Quantity	1st Offense	2nd Offense
<b>Marijuana</b>	1,000 kg or more mixture; or 1,000 or more plants	<ul style="list-style-type: none"> <li>• Not less than 10 years, not more than life</li> <li>• If death or serious injury, not less than 20 years, not more than life</li> <li>• Fine not more than \$4 million individual, \$10 million other than individual</li> </ul>	<ul style="list-style-type: none"> <li>• Not less than 20 years, not more than life</li> <li>• If death or serious injury, not more than life</li> <li>• Fine not more than \$8 million individual, \$20 million other than individual</li> </ul>
<b>Marijuana</b>	100 kg to 999 kg mixture; or 100-999 plants	<ul style="list-style-type: none"> <li>• Not less than 5 years, not more than 40 years</li> <li>• If death or serious injury, not less than 20 years, not more than life</li> <li>• Fine not more than \$2 million individual, \$5 million other than individual</li> </ul>	<ul style="list-style-type: none"> <li>• Not less than 10 years, not more than life</li> <li>• If death or serious injury, not more than life</li> <li>• Fine not more than \$4 million individual, \$10 million other than individual</li> </ul>
<b>Marijuana</b>	50 to 99 kg mixture ----- 50 to 99 plants	<ul style="list-style-type: none"> <li>• Not more than 20 years</li> <li>• If death or serious injury, not less than 20 years, not more than life</li> <li>• Fine \$1 million individual, \$5 million other than individual</li> </ul>	<ul style="list-style-type: none"> <li>• Not more than 30 years</li> <li>• If death or serious injury, not more than life</li> <li>• Fine \$2 million individual, \$10 million other than individual</li> </ul>
<b>Marijuana</b>	Less than 50 kg mixture	<ul style="list-style-type: none"> <li>• Not more than 5 years</li> <li>• Fine not more than \$250,000, \$1 million other than individual</li> </ul>	<ul style="list-style-type: none"> <li>• Not more than 10 years</li> <li>• Fine \$500,000 individual, \$2 million other than individual</li> </ul>
<b>Hashish</b>	10 kg or more		
<b>Hashish Oil</b>	1 kg or more		

## APPENDIX 3 (cont.)

### Federal Penalties and Sanctions for Illegal Trafficking and Possession of a Controlled Substance

#### Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance

##### 21 U.S.C. 844(a)

1st conviction: Up to 1 year imprisonment and fined at least \$1,000 but not more than \$100,000, or both.

After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500 but not more than \$250,000, or both.

After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5,000 but not more than \$250,000, or both.

Special sentencing provision for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000, or both, if:

- (a) 1st conviction and the amount of crack possessed exceeds 5 grams.
- (b) 2nd crack conviction and the amount of crack possessed exceeds 3 grams.
- (c) 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

##### 21 U.S.C. 853(a)(2) and 881(a)(7)

Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment. (See special sentencing provisions re: crack)

##### 21 U.S.C. 881(a)(4)

Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

##### 21 U.S.C. 844a

Civil fine of up to \$10,000 (pending adoption of final regulations).

##### 21 U.S.C. 853a

Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses.

##### 18 U.S.C. 922(g)

Ineligible to receive or purchase a firearm.

##### Miscellaneous

Revocation of certain Federal licenses and benefits, e.g., pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

*Note: These are only Federal penalties and sanctions. Additional State penalties and sanctions may apply.*

**APPENDIX 4**

**Health Risks Associated with the Use of Illicit Drugs and Alcohol**

<b>Drugs</b>	<b>Physical Dependence</b>	<b>Psychological Dependence</b>	<b>Possible Effects</b>	<b>Effects of Overdose</b>	<b>Withdrawal Syndrome</b>
<b>Narcotics</b>					
<b>Heroin</b>	High	High	<ul style="list-style-type: none"> <li>• Euphoria</li> <li>• Drowsiness</li> <li>• Respiratory depression</li> <li>• Constricted pupils</li> <li>• Nausea</li> </ul>	<ul style="list-style-type: none"> <li>• Slow and shallow breathing</li> <li>• Clammy skin</li> <li>• Convulsions</li> <li>• Coma</li> <li>• Possible death</li> </ul>	<ul style="list-style-type: none"> <li>• Yawning</li> <li>• Loss of appetite</li> <li>• Irritability</li> <li>• Tremors</li> <li>• Panic</li> <li>• Cramps</li> <li>• Nausea</li> <li>• Runny nose</li> <li>• Chills and sweating</li> <li>• Watery eyes</li> </ul>
<b>Morphine</b>	High	High			
<b>Codeine</b>	Moderate	Moderate			
<b>Hydrocodone</b>	High	High			
<b>Hydromorphone</b>	High	High			
<b>Oxycodone</b>	High	High			
<b>Methadone and LAAM</b>	High	High			
<b>Fentanyl and Analogs</b>	High	High			
<b>Other Narcotics</b>	High-Low	High-Low			
<b>Depressants</b>					
<b>Chloral Hydrate</b>	Moderate	Moderate	<ul style="list-style-type: none"> <li>• Slurred speech</li> <li>• Disorientation</li> <li>• Drunken behavior without odor of alcohol</li> </ul>	<ul style="list-style-type: none"> <li>• Shallow respiration</li> <li>• Clammy skin</li> <li>• Dilated pupils</li> <li>• Weak and rapid pulse</li> <li>• Coma</li> <li>• Possible death</li> </ul>	<ul style="list-style-type: none"> <li>• Anxiety</li> <li>• Insomnia</li> <li>• Tremors</li> <li>• Delirium</li> <li>• Convulsions</li> <li>• Possible death</li> </ul>
<b>Barbiturates</b>	High-Moderate	High-Moderate			
<b>Benzodiazepines</b>	Low	Low			
<b>Glutethimide</b>	High	Moderate			
<b>Other Depressants</b>	Moderate	Moderate			

From Complying with the Drug-Free Schools and Campuses Regulations [34 CFR Part A Guide for University and College Administrators, by T. Pittayathikhun; R. Ku; D. Rigby; M. Mattsson; and W. DeJong (Washington, D.C.: U.S. Department of Education Higher Education Center for Alcohol and Other Drug Prevention, 1997), pp. 24-30 Reprinted by permission.

**APPENDIX 4 (cont.)**

**Health Risks Associated with the Use of Illicit Drugs and Alcohol**

<b>Drugs</b>	<b>Physical Dependence</b>	<b>Psychological Dependence</b>	<b>Possible Effects</b>	<b>Effects of Overdose</b>	<b>Withdrawal Syndrome</b>
<b>Stimulants</b>					
<b>Cocaine</b>	Possible	High	<ul style="list-style-type: none"> <li>• Increased alertness</li> </ul>	<ul style="list-style-type: none"> <li>• Agitation</li> </ul>	<ul style="list-style-type: none"> <li>• Apathy</li> </ul>
<b>Amphetamine/ Methamphetamine</b>	Possible	High	<ul style="list-style-type: none"> <li>• Euphoria</li> <li>• Increased pulse rate and blood pressure</li> <li>• Excitation</li> </ul>	<ul style="list-style-type: none"> <li>• Increased body temperature</li> <li>• Hallucinations</li> <li>• Convulsions</li> </ul>	<ul style="list-style-type: none"> <li>• Long periods of sleep</li> <li>• Irritability</li> <li>• Depression</li> </ul>
<b>Methylphenidate</b>	Possible	High	<ul style="list-style-type: none"> <li>• Insomnia</li> </ul>	<ul style="list-style-type: none"> <li>• Possible death</li> </ul>	<ul style="list-style-type: none"> <li>• Disorientation</li> </ul>
<b>Other Stimulants</b>	Possible	High	<ul style="list-style-type: none"> <li>• Loss of appetite</li> </ul>		
<b>Cannabis</b>					
<b>Marijuana</b>	Unknown	Moderate	<ul style="list-style-type: none"> <li>• Euphoria</li> <li>• Relaxed inhibitions</li> </ul>	<ul style="list-style-type: none"> <li>• Fatigue</li> <li>• Paranoia</li> </ul>	<ul style="list-style-type: none"> <li>• Occasional reports of insomnia</li> </ul>
<b>Tetrahydrocannabinol</b>	Unknown	Moderate	<ul style="list-style-type: none"> <li>• Increased appetite</li> </ul>	<ul style="list-style-type: none"> <li>• Possible Psychosis</li> </ul>	<ul style="list-style-type: none"> <li>• Hyperactivity</li> </ul>
<b>Hashish and Hashish Oil</b>	Unknown	Moderate	<ul style="list-style-type: none"> <li>• Disorientation</li> </ul>		<ul style="list-style-type: none"> <li>• Decreased appetite</li> </ul>
<b>Hallucinogens</b>					
<b>LSD</b>	None	Unknown	<ul style="list-style-type: none"> <li>• Illusions and hallucinations</li> </ul>	<ul style="list-style-type: none"> <li>• Longer</li> </ul>	<ul style="list-style-type: none"> <li>• Unknown</li> </ul>
<b>Mescaline and Peyote</b>	None	Unknown	<ul style="list-style-type: none"> <li>• Altered perception of time and distance</li> </ul>	<ul style="list-style-type: none"> <li>• More intense "trip" episodes</li> </ul>	
<b>Amphetamine Variants</b>	Unknown	Unknown		<ul style="list-style-type: none"> <li>• Psychosis</li> </ul>	
<b>Phencyclidine and Analogs</b>	Unknown	High		<ul style="list-style-type: none"> <li>• Possible death</li> </ul>	
<b>Other Hallucinogens</b>	None	Unknown			

**APPENDIX 4 (cont.)**

**Health Risks Associated with the Use of Illicit Drugs and Alcohol**

<b>Drugs</b>	<b>Physical Dependence</b>	<b>Psychological Dependence</b>	<b>Possible Effects</b>	<b>Effects of Overdose</b>	<b>Withdrawal Syndrome</b>
<b>Anabolic Steroids</b>					
<b>Testosterone (Cypionate, Enanthate)</b>	Unknown	Unknown	<ul style="list-style-type: none"> <li>• Virilization</li> <li>• Acne</li> </ul>	• Unknown	• Possible depression
<b>Nandrolone (Decanoate, Phenpropionate)</b>	Unknown	Unknown	<ul style="list-style-type: none"> <li>• Testicular atrophy</li> <li>• Gynecomastia</li> <li>• Aggressive behavior</li> </ul>		
<b>Oxymetholone</b>	Unknown	Unknown	<ul style="list-style-type: none"> <li>• Edema</li> </ul>		

## Alcohol Effects

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

From *Complying with the Drug-Free Schools and Campuses Regulations [34 CFR Part 86]: A Guide for University and College Administrators*, by T. Pittayathikhun; R. Ku; D. Rigby; M. Mattsson; and W. DeJong (Washington, D.C.: U.S. Department of Education, Higher Education Center for Alcohol and Other Drug Prevention, 1997), pp. 24-30. Reprinted by permission.



## HOCKING COLLEGE EMPLOYEE ASSISTANCE PROGRAM (EAP)

### WE CARE ABOUT PEOPLE

Personal problems not only affect an individual's health and safety or job security, but also affect the entire organization. If any of our employees become troubled with family or marital difficulties, financial management problems, emotional or job stress, alcohol and/or drug abuse or dependency, we want to help.

We recognize the difficulty of leaving family problems at home or job pressures at work; so we have developed a program to assist with these issues.

### WHAT IS THE PURPOSE OF THE PROGRAM?

Our Employee Assistance Program (EAP) is based upon early recognition and encourages individuals to seek assistance. Our objective is to retain our most valuable asset, the people who work here. Also, this program works to provide a healthy, safe work environment and reduce accidents and injuries.

### HOW DOES THE PROGRAM WORK?

When a referral is made to the EAP representative, the representative assists you in gaining access to vital community resources such as health and personal counseling. The EAP coordinator does not treat these problems, but will refer you to the appropriate community resource. A variety of resources may be utilized to ensure that an individual is receiving the best possible assistance. The plan of action may include referral to a doctor, therapist, chemical dependency treatment center, financial or legal advisor, or spiritual, marriage, family, or mental health counselor.

Our Employee Assistance Program is designed to address situations early and will ensure everyone's health and safety. The program is beneficial to all, so we encourage you take advantage of it.

### HOW DO I USE THE PROGRAM?

Gain access to or receive information about your Employee Assistance Program (EAP) by:

Self-referral - In a self-referral, the individual seeks help by contacting the Employee Assistance Coordinator: Vickey Haller.

Supervisory referral - When an individual's safety and work performance are being affected by a personal problem, the supervisor may recommend using the EAP.

### WILL MY JOB SECURITY BE AFFECTED?

No! Participation is voluntary (see below\*) and will not jeopardize an employee's job security or promotional opportunities.

The nature of an employee's personal concerns will be handled in a confidential manner.

### FINANCIAL ASSISTANCE FOR EAP

The College provides assistance through our medical insurance policy.

\*An employee convicted (including pleas of guilty and "no contest") of substance abuse **IN THE WORKPLACE** must report conviction to the College's Human Resources Office within five (5) days after conviction. Participation, within 30 days of conviction, in the rehabilitative activity associated with College's EAP is required through Ohio Statute in case of first offense only. Failure to notify the College in case of conviction, failure to participate in an appropriate EAP, may result in termination.

Employee Assistance Program Coordinator:

Vickey Haller  
Room: Light Hall 241  
Phone: 753-3591  
Extension 2218