

WELCOME to the

*Win-Win Strategies to Address Employee
Substance Use ECHO
Session 2*

Session will start in less than 15 minutes



For educational and quality improvement purposes, we will be recording this video-session

By participating in this clinic you are consenting to be recorded – we appreciate and value your participation

If you have questions or concerns, please email

ECHO@hitchcock.org



Attendance

- Please type your name, organization, and email into chat
- If you joined as a group, please include all the names of those in your group
- Introductions of HUB team
- Please turn video on



Respect Private Employee Information

To protect employee privacy, please only display or say information that doesn't identify an employee or that cannot be linked to a employee.

- **Names:** Please do not refer to an employee's first/middle/last name or use any initials, etc.
- **Locations:** Please do not identify an employee's county, city or town. Instead please use only the employee's state if you must.
- **Dates:** Please do not use any dates (like birthdates, etc) that are linked to an employee. Instead please use only the employee's age(unless > 89)
- **Employment:** Please do not identify an employee's work location or occupation.
- **Other Common Identifiers:** Employee's family members, friends, co-workers, phone numbers, e-mails, etc.



An Employers Thoughts on Policies and Practices

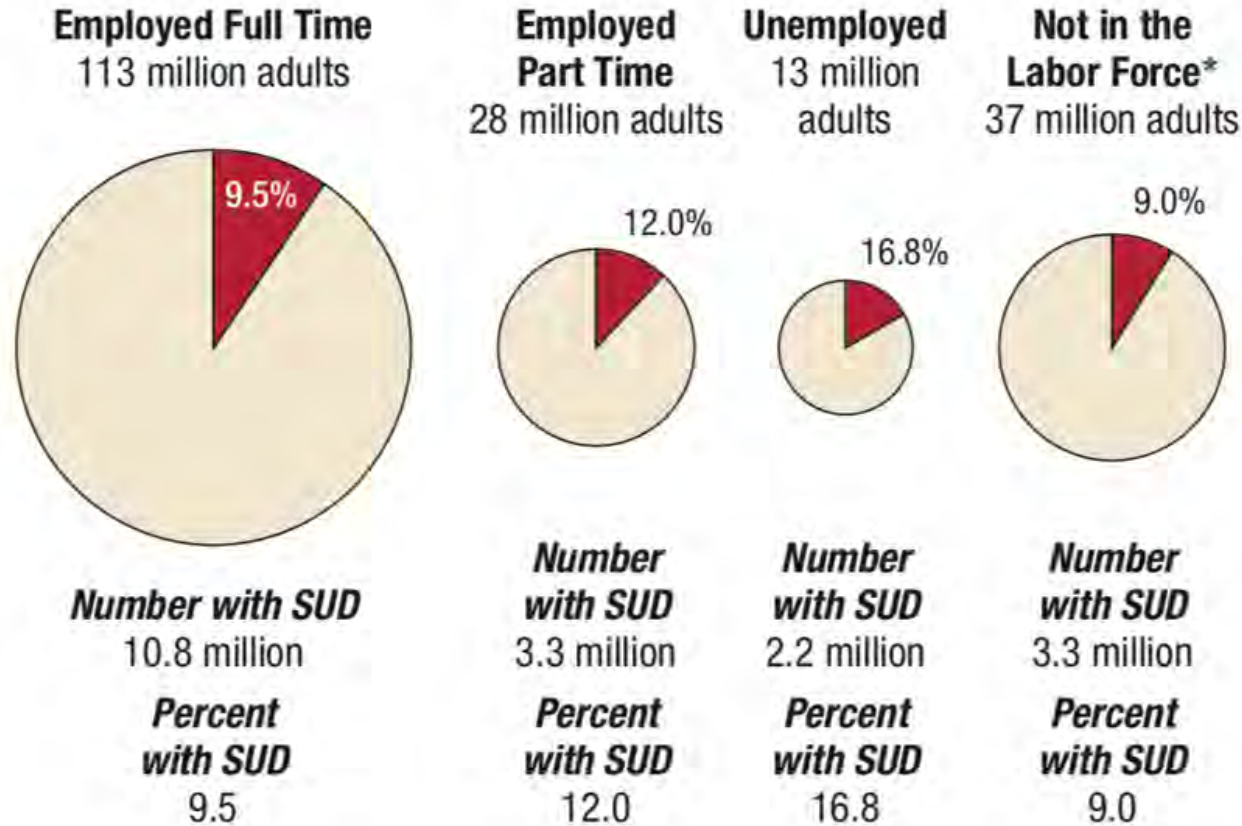


Conflict of Interest Disclosure Statement

I have no economic conflicts of interests but am choosing to disclose that I am on the Recovery Friendly Workplace Advisory Council, I am the Vice Chair of the Board at Headrest (a local recovery service provider/Hypertherm partner), and I am employed by Hypertherm.



Why is this important to employers?



Ages 18-64, Annual
Averages 2008-12
SAMHSA,
NSDUH Report, 2014

Substance use impacts work

- Limits workforce
- Decreased productivity (due to current use or aftereffects)
 - More frequent absenteeism
 - No SUD 10.5 days/year
 - With SUD 14.8-29 days/year
 - In recovery 12 mos 9.5 days/year
 - Presenteeism- physically present, but unengaged
- Higher rates of workplace injuries and associated costs
- Higher rates of personnel turnover and retraining

Investing in your Workplace Culture is Important!

glassdoor

56% of workers ranked a strong workplace culture as more important than salary

77% Say they'd *consider* a company's culture before applying for a job there.



Elements of Workplace Culture



- Management
- Mission, Vision, and Values
- Workplace Practices
- Work Environment
- Policies and Philosophies
- People
- Communications

Employees in recovery are assets to your workplace culture

- Recovery promotes openness, reflection, and accountability
- Work, productivity and engagement are valued
- Reduced absenteeism, fully present
- Potential supports for others who struggle
- Risk of relapse is present, but safer to recognize and support those at risk than to be in the dark

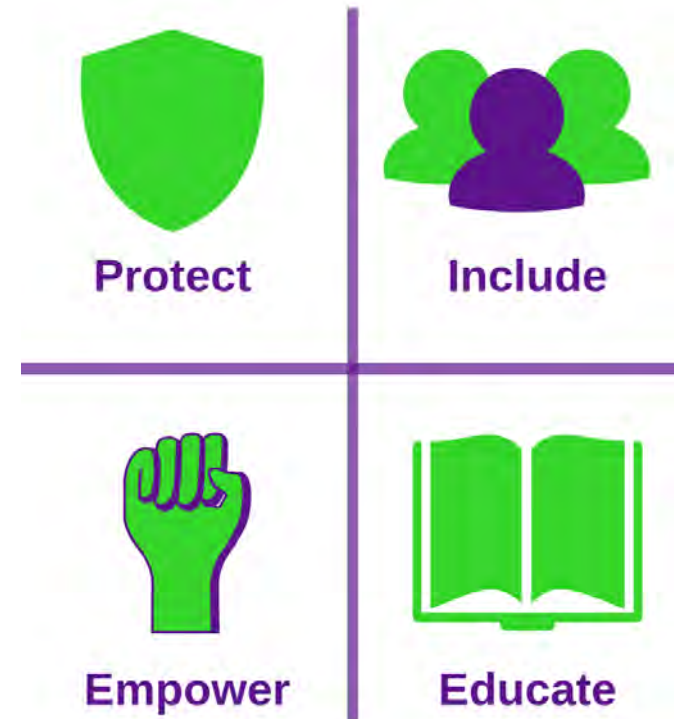
Employers can provide powerful supports for recovery.



Creating a Stigma Free Workplace



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(Source: Adapted from Avert, 2018)

SAMHSA Drug-Free Workplace Toolkit

Drug-free Workplace
Drug-Free Workplace Programs
Drug Testing
Drug-Free Workplace Helpline
Drug-Free Workplace Toolkit
Build a Team
Assess Your Workplace
Develop a Policy
Plan and Implement a Program
Evaluate Your Program
Provide Support
Guidelines and Resources



Drug-Free Workplace Toolkit

The Drug-Free Workplace Toolkit provides information to help employers develop and sustain successful drug-free workplace programs.

Use the Drug-Free Workplace Toolkit to support workplace health and safety by creating and maintaining drug-free workplace policies and programs. These policies and programs may include preventing the misuse and abuse of [alcohol, tobacco, and other drugs](#); addressing substance misuse within the context of workplace health and wellness programs; and providing intervention services for employees and for their families.



Related Resources

- » [Certified Lab List](#)
- » [DWP Staff Publications \(XLS | 20 KB\)](#)
- » [Preventing Prescription Drug Abuse in the Workplace Webinar \(Video | 1 hour\)](#)
- » [SAMHSA Fact Sheets on Preventing Prescription Abuse in the Workplace](#)

Contact the Division of Workplace Programs

240-276-2600

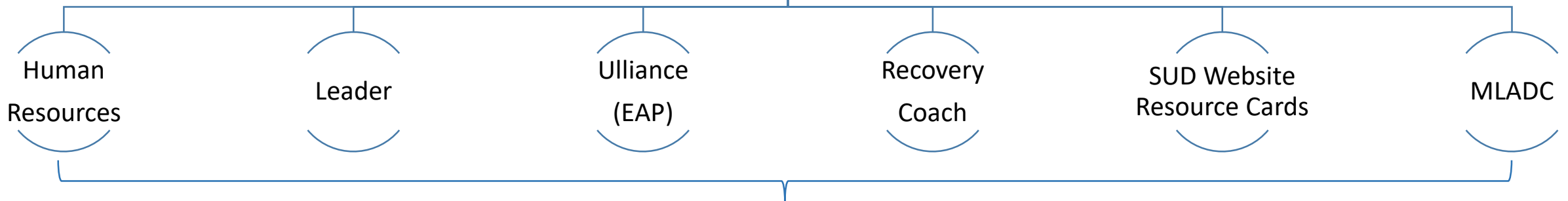


samhsa.gov/workplace/toolkit



Hypertherm has done this by creating multiple pathways to recovery resources:

Associate/Family Member Impacted
by SUD



Community Resources

Hypertherm's Journey

2015

- Personal stories of loss
- *Established Task Force*
- Strategic Focus

2016

- Reducing stigma
- Drug awareness roundtable
- Opportunity fund
- *Cards + bracelets*
- Hylights articles
- ALL Together supportive housing & recovery coaching pilots
- Fund Second Wind
- Fund HOPE for NH

2017

- *SUD policy change*
- EAP/Headrest
- Community events
- Host Narcan and recovery coach trainings
- Fund WCBH
- Fund Second Growth
- Fund NHADACA

2018

- *Leadership summit*
- Launch website
- *Recovery Friendly Workplace*
- Recovery coach training
- Fund WCBH expansion
- Fund TLC
- Fund Headrest (Opportunities for Work)

2019

- *Establish recovery coach network*
- RFW Advisory Council
- RFW event at HT
- CDFA partnership w/Headrest
- *LADC onsite*
- LADC support for recovery coaches



Hypertherm's Current Policy

Drugs and Alcohol

Associates are not to be under the influence of alcohol or drugs at work, on company premises, or in company vehicles. It is prohibited for any associate to engage in any negotiation, barter, or agreement regarding the sale or purchase of any controlled substance while on Hypertherm's premises or on company time.

In the event of reasonable suspicion, *you may be asked to submit to an immediate drug or alcohol test. A positive test result may lead to termination. Under some circumstances, we may ask for participation in an approved substance misuse agreement with ongoing random drug testing.* Associates who refuse to submit to drug and alcohol testing or counseling will be subject to immediate termination of employment. Please see the [Substance Abuse Policy](#) for more details.



Hypertherm's Substance Misuse Agreement (SMA)

On **WEEK DAY, MONTH X, YEAR** you met with **HR REP NAME, TITLE**, in follow up to observed troubling/problematic behaviors. Hypertherm's core values and the importance of honesty throughout this process were discussed. You were tested under our "Reasonable Suspicion" policy and sent to Clear Choice which resulted in a **POSITIVE/NEGATIVE** urine analysis and/or breath sample; the results from the hair sample were **POSITIVE/NEGATIVE**. You acknowledged recent use of **UNLAWFUL DRUGS/ALCOHOL/INTOXICANTS**. To remain employed you must agree to the provisions set forth below.

As result, we are offering you the following as an opportunity to successfully help you with your commitment to stopping the misuse of substances prohibited in the workplace in order to ensure your well-being and maintain your employment with Hypertherm. This is a formal documented agreement which will remain in your HR file. As part of this agreement, you will be asked to demonstrate certain behaviors, and meet certain expectations, outlined below.

Please do not take these expectations lightly. Failure to fully complete the actions detailed herein will result in further disciplinary action, up to and including termination of employment. If there is anything that you require in order to help you toward success, it is your responsibility to inform your HR Generalists of your specific needs or seek out any additional help.



Hypertherm's SMA (Continued)

As a result of your actions, and as a condition of continued employment, the following expectations listed below must be met. These expectations are consistent with, and detailed more fully in, the Substance Misuse Referral Process that is attached to this Agreement and made part of it.

Expectations going forward:

- You will cease the use of **LIST SUBSTANCES HERE** (alcohol and marijuana could be included if it was the issue, illegal and/or controlled substances would also be listed) immediately.
- You will not come to work under the influence of any Prohibited Substances.
- *You will be required to attend an evaluation with a Licensed Alcohol and Drug Abuse Counselor (LADAC).*
- You will comply with all treatment recommendations made by the LADAC. This will be outlined in a formal referral provided by your HR Generalist in partnership with service providers.
- You will sign a release allowing your HR Generalist to verify compliance to the formal referral. *The details of your recovery will remain confidential*, the signed release is for the purposes of developing the referral and verifying compliance only.
- *You will be subject to testing for Prohibited Substances upon request and without warning for a period of **two years** from your last positive test. A positive test will require a follow up evaluation with a LADAC* and could result in termination.



Hypertherm's SMA (Continued)

In summary, you must change your behavior to meet the requirements of your treatment plan. The required actions laid out in this Agreement are designed to help your well-being. The detailed measurement criteria identified in this plan are your method of assuring that these objectives are met.

This process is intended to support the recovery of associates struggling with addiction. It is neither a commitment of future employment nor does it change your status as an at-will associate. You also continue to be subject to all other Hypertherm policies and procedures.

We will periodically review your progress to ensure your progress is satisfactory and provide an opportunity for you to seek additional support. A successful completion does not relieve you of the responsibility of continuing to meet current and future performance criteria.

Failure to satisfactorily complete this plan or a return to unacceptable behaviors after successful completion of this plan may result in other disciplinary actions up to and including termination.

A trained onsite recovery coach (or your HR Generalist) will make themselves available to you for support and feedback. Please do not delay asking for additional support from your HR Generalist.



Hypertherm's SMA (Continued)

Leader Signature: _____ Date: _____

Associate Acknowledgement

I hereby acknowledge that I have received a copy of this Substance Abuse Agreement, including the attached Substance Abuse Referral Process, have read it, and fully understand it.

Associate Response attached (if desired by associate)

Associate Signature: _____ Date: _____

Human Resources Acknowledgement

HR Signature: _____ Date: _____

Associate self-identified and requested this plan (all agreements remain in your HR file)



Sounds Easy.....Right?

Confront Stigma

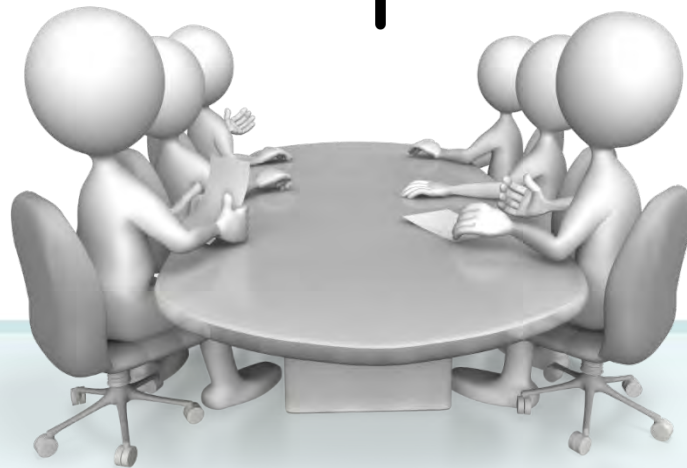
Shine a light on the issue

Create Safe Culture

**Empower people to
talk about it**

**Change Policy &
Practices**

Walk the Talk



References

- Recovery Friendly Workplace (RFW) <https://www.recoveryfriendlyworkplace.com/>
- Substance Abuse & Mental Health Services Administration (SAMHSA)
 - Substance use general information <https://www.samhsa.gov/find-help/disorders>
 - Drug-Free Workplace information & toolkits <https://www.samhsa.gov/workplace>
- CDC Workplace Health Promotion <https://www.cdc.gov/workplacehealthpromotion/tools-resources/workplace-health/alcohol-substance-misuse.html>
- Mission and Culture Survey. (2019). Glassdoor, Inc. Retrieved from <https://www.glassdoor.com/about-us/app/uploads/sites/2/2019/07/Mission-Culture-Survey-Supplement.pdf>
- Substance Abuse and Mental Health Services Administration. 10 Steps for Avoiding Legal Problems. (2015). Retrieved from: <https://www.samhsa.gov/workplace/legal/avoiding-problems>
- Substance Abuse and Mental Health Services Administration. (1990). Model Plan for a Comprehensive Drug-free Workplace Program. DHHS Publication No. (ADM)90-1635.
- National Institute on Drug Abuse. National Survey of Drug Use and Health. (2017). Retrieved from: <https://www.drugabuse.gov/national-survey-drug-use-health>



Reminders:

- Next session Nov. 7th – Legal Considerations (Liz Bailey)
- Please type your name, organization, and email into chat
- Slides will be posted to the D-H ECHO Connect site
- Please complete post-session survey (link will be emailed)
- Please submit cases

