



CITY OF GRAND RAPIDS

ADMINISTRATIVE POLICY

NUMBER: 73-01	DATE: 1/26/73
REVISIONS:	
ISSUED BY: City Manager	SIGNED: <i>W. M. F. - W. M. F.</i>

SUBJECT: SUBSTANCE ABUSE

PURPOSE: To effectively control the occurrence of problem drinking or alcoholism among the employees of the City.

POLICY:

The following policy has been formulated to serve as a basis for providing understanding of the City's attitude toward the problem of alcoholism. This policy, along with proper training, will enable the City to conduct a working program necessary to meet the needs of afflicted employees.

- A. The City recognizes that problem drinking or alcoholism is an illness which is treatable.
- B. The City's concern with alcoholism is strictly limited to its effect on the employee's performance on the job. The City is not concerned with social drinking. Whether an employee chooses to drink or not drink socially is of concern only to the individual.
- C. It will be the responsibility of all supervisors to implement this policy, and follow the procedures assuring that no employee with alcoholism will have his job security or promotional opportunities jeopardized by his request for diagnosis and treatment.
- D. An employee's refusal to accept diagnosis and treatment, or failure to comply to prescribed treatment, will be handled in exactly the same way that similar refusals or treatment failures are handled for all other illnesses, when the results of such refusals or failure continue to affect job performance.

- E. The confidential nature of the medical records of employees with alcoholism will be preserved in the same manner as all other medical records.
- F. Implementation of this policy will not require, or result in any special regulations, privileges or exemption from the standard administrative practices applicable to job performance requirements. It must be clearly understood that the intent of this policy is to encourage earlier detection and treatment of alcoholism, and nothing in this statement of policy is to be interpreted as constituting any waiver of either management's rights and responsibility to maintain discipline, or the right to invoke disciplinary measures in the event of misconduct which may result from or be associated with the use of alcohol.
- G. Employees diagnosed as having the disease of alcoholism may receive sick leave and hospitalization care in a regularly established hospital. Hospitalization coverage cannot be extended to include confinement made to an institution operated for the principal purpose of treating alcoholics.
- H. It is expected that through this policy employees who suspect that they may have an alcoholism problem, even in its early stages, will be encouraged to seek diagnosis, and when indicated, follow through with the prescribed treatment.