WHERE TO TURN
1-800-692-7459

The State Employee Assistance Program (SEAP) and the Commonwealth are committed to early intervention and treatment when employees have problems. Employees are encouraged to seek assistance before a problem occurs in the workplace.

SEAP provides free and confidential assistance for a wide array of work and personal problems. You or your family member can access services 24 hours a day, seven days a week. The SEAP professionals will work with you to find the most appropriate service to meet your personal needs. SEAP not only can help you with substance abuse and mental health problems, but also can assist with financial, legal, and other personal problems as well. As a self-referral, you are assured total confidentiality and no one in the workplace will ever be informed without your expressed written consent.

The SEAP program may also be considered an option when an employee has violated the Commonwealth's Substance Abuse Policy or has reached the point of being terminated from the job. In review of the mitigating circumstances of the case, the Commonwealth may determine that with SEAP intervention, a problem may possibly be corrected and the employee retained. In cases where management chooses to offer a SEAP referral as a Condition of Continued Employment, the employee has the right to accept or reject the offer.

Remember: In most cases, without intervention problems get worse, not better.

WHAT HAPPENS IF...

I have been arrested and convicted of a crime as defined in the policy?

You must report the conviction within 5 days to your supervisor. If you are not terminated, as may be required by the Governor's Code of Conduct, you may be disciplined and will be required to participate in SEAP as a Condition of Continued Employment.

I have been found to have violated the Commonwealth's Substance Abuse Policy but I have not been arrested or convicted?

In accordance with agency procedures, you may be subject to discipline up to and including termination. Given the circumstances of the violation, you may be required to participate in SEAP as a Condition of Continued Employment.

Do you know...?

Conviction means a finding of guilty, including a plea of *nolo contendere*, disposition in lieu of trial, probation without trial, and Accelerated Rehabilitative Disposition (ARD).

SEAP

Alcohol & Drugs

Emotional

Financial

Legal

Marital

Personal

There are various kinds of treatment available for substance problems.
For a free referral call:

1-800-692-7459

Commonwealth of Pennsylvania

Office of Administration

COMMONWEALTH OF PENNSYLVANIA

Substance Abuse Policy and Drug-Free Workplace Act

THINGS YOU SHOULD KNOW

AM I IMPAIRED?

Before you can ask for help you first need to understand what it means to be impaired. Everyone has problems, and impairment begins when your ability to cope with these difficulties begins to have a negative impact on your life.

For most people drinking is not a problem, and an alcoholic beverage can be a pleasant addition to a meal or social function. Drinking or drug use becomes a problem when these activities begin to impact negatively on your life. These consequences may show up in your family or social relationships, in your personal finances, or in your physical and emotional health. In the workplace, impairment may be seen in terms of lateness or lost work time, in a diminished ability to function on the job, or in your inability to get to your worksite as a result of a Driving Under the Influence (DUI) conviction and loss of your driving privileges.

One important thing to understand is that you may not always be aware that you are impaired. While you may feel that your alcohol or drug use is not affecting your work performance or behavior, others may perceive you differently. Feedback from family members, friends, co-workers, or supervisors may be your first source of insight that impairment exists.

If you are wondering if your use of alcohol or drugs is causing impairment, help is only a phone call away. Call SEAP at 1-800-692-7459 for a free assessment and referral to treatment.

Commonwealth Substance Abuse Policy

Management Directive 505.25

Who's Covered?

All Commonwealth employees are expected to comply with this policy. If your agency receives federal funding or your position is federally funded, then additional requirements exist as mandated by the Drug-Free Workplace Act and detailed in M.D. 505.25.

Prohibited Behavior

- Reporting to work or remaining at work in an unfit condition.
- Inappropriate use of alcohol or other controlled drugs while on duty or in any Commonwealth workplace.
- Unlawful manufacture, distribution, dispensation, possession, or use of alcohol or other controlled drugs while on duty or in any Commonwealth workplace.

Other Policy Requirements

- Employees are to receive information on the dangers associated with alcohol and drug use in the workplace.
- If federally-funded, agencies are to annually certify to the federal funding agency that the worksite is drug-free.
- Agencies are to take appropriate action, including discipline, when a violation occurs.

Cannabis

The most common form of this drug is marijuana. Other forms of this drug include hashish and hashish oils. The active ingredient THC may also be produced in pill form.

While it is known that cannabis is not physically addictive, it is considered moderately addictive psychologically.

The use of cannabis results in euphoria; impaired memory, concentration, and knowledge retention; loss of coordination and motivation; animated behavior; and other similar conditions that can impair work performance and your personal life.

Inhalants

Unlike the drugs mentioned in this pamphlet, inhalants are not regulated in the same manner. Inhalants are commonly-found substances that produce certain effects similar to scheduled drugs.

Examples of inhalants include glue, marking pens, gasoline, butane, amyl nitrite, and aerosol sprays, to name a few.

The effects of these substances include loss of muscle control, slurred speech, respiratory failure, cardiac arrest, and a number of other physical symptoms.

Inhalants can cause brain and lung damage and can be fatal, even when used in small amounts.

Stimulants

Amphetamines, methamphetamine, cocaine* - these drugs increase heart rate, respiratory functioning, and alertness. The use of stimulants results in feelings of restlessness, agitation, and decreased appetite.

The risk of accidents and errors increase with the use of stimulants. Generally, stimulants have a high rate of psychological dependency and possibly can lead to a physical dependency.

*Cocaine, particularly in certain forms (crack and freebase), has a very high potential for psychological dependency.

Hallucinogens

LSD, PCP, psilocybin mushrooms, and peyote are all examples of hallucinogens.

PCP is considered psychologically highly addictive.

Signs of abuse include extreme changes in behavior and mood, a trance-like state, disoriented perception of time, hallucinations, and heightened suspicion.

Narcotics

Opium, morphine, codeine, heroin, and other opiates are all classified as narcotics and are considered highly addictive, both physically and psychologically.

The use of narcotics results in feelings of euphoria, drowsiness, and respiratory depression.

Although some narcotics can be obtained legally, heroin and opium cannot.

The use of narcotics will significantly impair the user's ability to operate equipment and to mentally function.

In recent years, due to the purity of heroin, this drug often is combined with other drugs, making a more deadly combination.

Designer Drugs

This category is called "designer drugs" since they are created by modifying the molecular structure of an existing regulated drug. These drugs are made illegally by clandestine chemists and can be very toxic. An example of such a drug is Ecstasy.

Do You Know Alcohol Is A Depressant?

Alcohol is the most commonly abused drug. It decreases the response of the central nervous system. As little as one or two beers or drinks can impair coordination, concentration, judgment, and thinking.

Other depressants include barbiturates, tranquilizers, diazepam (valium), methaqualone, and many other over-the-counter and prescription medications.

Depressants have a similar effect to alcohol and can result in lack of coordination, falling asleep, and impaired judgment and thinking. Although alcohol and other depressants may be used legally, they represent a significant risk if used in the workplace or while operating equipment.

Depressants can create physical and psychological dependence. The use of alcohol also may result in dependency. Many depressants are highly addictive and can cause serious medical problems, which if untreated, can cause death.

Although some of the drugs described are legal and have a medical benefit, others do not. However, all of the drugs discussed in this brochure can impair judgment, mental functioning, and coordination, which can be dangerous to everyone in the workplace, regardless of the type of work being performed.