

SYLLABUS
SAFM 578 - SUBSTANCE ABUSE IN THE WORKPLACE

Wednesday 4:00 to 6:50 PM -205 MRB

Fall 2008 - Mike Klishis

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GENERAL COURSE INFORMATION

Textbooks:

Alcoholism and Drug Abuse in the Workplace by W. F. Scanlon.

Textbook available at the WVU Towers Bookstore - Ph: 304-293-4870, Fax 304-293-3430

Ereserves – WVU Library – <http://ereserves.lib.wvu.edu/>

Mike's HomePage – <http://www2.cemr.wvu.edu/~mklshis/>

Catalog Course Description: *SAFM 578 Substance Abuse in the Workplace - 3-hr. The problem, nature and effects of drug/alcohol use in the workplace. Approaches for counteracting and avoiding, such as EAPs, community programs, and testing are examined. Management approaches/programs will be developed.*

Substance abuse is a major problem in the workplace that safety managers must address daily. The emphasis of the Safety and Environmental Management program is a broad approach to safety management and its purpose is to instill in students the knowledge, techniques and skills necessary to function as safety managers in any type of workplace. This course is designed make you aware of the nature and extent of substance abuse in the workplace and help you develop an approach to handling these problems. Initially we will study alcohol and other drugs, licit and illicit (including prescription and over-the-counter drugs) that can effect human behavior and/or performance in the work place. Then we will look at the components of programs designed to attack the problem of substance abuse in the workplace. As part of the course work you will design a safety-oriented substance abuse program for a specific workplace.

<u>Areas graded</u>	<u>Percent</u>	<u>Points</u>
Participation/Homework	10	50
Student Presentation	10	50
Design Project	40	
EAP Program		75
Explanation/Justification		150
Midterm Exam	15	75
<u>Final Exam</u>	<u>20</u>	<u>100</u>
Total	100	500

Grading Scale:

<u>Points</u>	<u>Grade</u>
450-500	A
400-449	B
350-399	C
<i>NOTE: any grade below a "C" is a failing grade in Graduate School</i>	
300-349	D
0-299	F

SAFM 578 - CLASS SCHEDULE – Fall 2008

<u>Week</u>	<u>Date</u>	<u>Topic(s) and Assignment for class</u>
1	Aug 24	Course Overview & Grading Policy, Pretest, Workplace Precursors - Wellness & Stress
2	Aug 31	The Problem of Substance Abuse in Society Assignment: Ch. 1
3	Sep 7	Alcoholism: Personal, Medical and Social Consequences Assignment: Ch. 2, CD ROM search for group paper, Select Student Presentation Topics
4	Sep 14	Drugs and their Effects / The Causes of Addiction Assignment: Readings: Substance Abuse in the Workplace; Safety Professionals take the Lead CD ROM search for group paper due
5	Sep 21	Problems in the Workplace: Effects on productivity and profit, Lawsuits, Special problems (transportation, public hazards) Assignment: Ch. 16; Readings - 3 Drugs in the Workplace articles
6	Sep 28	Solutions/Approaches: Company Policy, Documentation of Problems Assignment: Ch. 3, 4; Safety Manual #25 <i>Coping With Substance Abuse in Mining</i> , CD ROM search for EAP project
7	Oct 5	Cost Benefit Analysis, Midterm exam Assignment: Ch. 7, 15; Study for Midterm
8	Oct 12	Training Supervisors Assignment: Ch. 11 (#1)
9	Oct 19	Detection and Measurement: Methods (BAC, Urinalysis) Company Approaches To Testing(#2)
10	Oct 26	Detection and Measurement (cont.): Legal and contractual concerns, Testing facilities (#3) Assignment: Ch. 13; West and Ackerman-The Drug Testing Controversy
11	Nov 2	Employee Assistance Programs: Company Programs - advantages, limitations, the problem of privacy. (#5) Assignment: TBA WVU vs. Connecticut – 7:30 PM
12	Nov 9	Employees Awareness (#4) Assignment: Ch. 5, 10, 12; Carlsbad Substance Abuse Program
13	Nov 16	Employee Assistance Programs: The Problem of Privacy Assignment: Ch. 17, 18
-	Nov 23	Thanksgiving Break – No Class
14	Nov 30	Employee Assistance Programs: Community Resources, Evaluation (#6)
15	Dec 7	Final Examination (Comprehensive, emphasis on 2nd half) Assignment: Study for Final Exam
-	Dec 9	EAP Design Project Paper Due – NLT 4 PM

All assignments are due at the **beginning of them class period** (4 PM). Late minor assignments **will not** be accepted. There is a minimum **10 percent per day discount** for all major assignments turned in late.

Student Activities/Projects

Group Paper & Presentation: Each student will work with one other classmate to write a paper and do a presentation on a specific aspect of **Employee Assistance Programs**. The report will include identification of the authors of each part of the report and will be referenced in APA format. Each author is expected to contribute at least 8 full pages and 4 references to the report. The paper will be printed on a laser printer and bound in a secure manner. The topics for the group papers are: **1)** Training Supervisors; **2)** Methods and Approaches of Detection and Measurement (BAC, Urinalysis); **3)** Legal and Contractual Concerns of Detection and Measurement; **4)** Employees Awareness; **5)** Company Programs; and **6)** Community Resources

EAP Design Project. The EAP design project for this course consists of several specific parts and activities. First is the collection of a resource (CD ROM literature searches, personal contacts) which will provide information for use when designing the EAP. Second is the design of the EAP itself and writing it up. Third is a support document describing why you included what you did in the EAP (your rationale for each choice).

The key to developing a successful project is to determine an industry, company or organization as early as possible and begin to collect information for your project.

Approach this project as if you were employed by a specific industry, company or organization as a safety manager and were told that there was a substance abuse problem there. You must take immediate steps to 1) identify the specific problem, 2) correct the problem and 3) provide assistance (services) for employees who are substance abusers and would seek help about their problem.

Your first steps should involve collecting information. You will need information on the scope of the problem, including how extensive it is, how it affects productivity, and its effects on the health and well being of the employees. You may need information on methods of screening new employees, detecting abuse in existing employees, and the limitations (state and federal regulations, union contracts) that you will face when implementing a program, especially if it involves testing.

You will need to decide the kinds of support groups and services that you will need to provide your employees (e.g., A.A., medical treatment). You will have to weigh the costs and advantages of conducting a program in house vs. hiring a consultant to implement an EAP.

Then you will have to establish company policies and procedures concerning the implementation of the program, and specify work rules and consequences if these policies have been violated.

Once you have determined the whys, wheres and hows of your program, you will have to plan the implementation. How do you introduce the program to the work force? What kind of training do you need to give supervisors and managers in order to make the program effective?

Finally, you will have to identify techniques and procedures (evaluation measures) to determine if your intervention (the EAP) is having an effect. There must be an objective way to determine if the EAP is helping to reduce the substance abuse problem in your company?

The final EAP product will be in two parts:

- A) A manual with policy statements and guidelines.
- B) A separate document (paper) with an explanation of each step, each decision (include references for every choice) in the manual. Follow ASSE and APA formats.

Professional Skill Development

Computer usage: Each student will work with computers in order to demonstrate some degree of competency with some aspects of computer usage (CD ROMs - Library searches, word processing, graphics, the Internet (Web searches), CBT, etc.

Ability to Work in Groups: Student will demonstrate their ability to work with others in accomplishing assignments. This will be shown not only in their ability to write a group paper and make a group presentation, but more specifically in their ability to complete group assignments in a timely manner, meet outside of the classroom to practice group presentations and participate in group activities in class.

Class Participation / Attendance

Class participation is expected of all students. This includes asking questions if you are not sure of a point, answering the instructor's questions, and completing assignments in a timely manner. Assignments are due on the date indicated and may be turned in by a classmate or in advance if the student is unable to attend class for reasons described below.

SEM 578 - Course objectives

Upon completion of this course the student will be able to:

- 1) Describe the nature and scope of substance abuse in the workplace.

- 2) Describe the responsibilities of the employer - management and supervision in dealing with drugs in the workplace.
- 3) Describe the types of drug testing available to employers and the occasions that drug testing may be administered.
- 4) Identify or describe the ethical and legal aspects of drug testing in the workplace.
- 5) Describe the importance of Employee Assistance Programs to an organizations productivity and loss control program.
- 6) Write and substance abuse policy for an organization.
- 7) Plan an employee assistance Program for an organization

SEM 578 - Study Questions

Study questions or learning objectives are provided for each chapter and reading assignment. Additional questions/objectives may be added during the course of the semester. Examinations will be based on the study questions/objectives

1st Half of the Semester

Ch. 1-The Scope and Cost of Chemical Dependency

- What is the cost of chemical dependency in the US?
- How does chemical dependency effect US business?
- Why is the workplace the arena for fighting substance abuse in the US?

Ch. 2- Chemical Dependency: The Person, the Definition, the History

- What are two medical definitions of alcoholism?
- Discriminate between casual users (social drinkers and recreational drug users) and addicts (those with a dependency).

Lecture - Alcoholism: Personal, Medical and Social Consequences

- Describe the distribution of alcohol consumption in terms of percentage by non-drinkers, drinkers, heavy drinkers, etc., and by regions of the US.
- Correlate demographic information with alcohol consumption (i.e., describe individuals most likely to drink and compare them to those least likely to drink).
- Describe and compare the social benefits and social costs of drinking.

Lecture - Drugs and their Effects (also Handout) / The Causes of Addiction

- What are the most common drugs found legally in the workplace?
- Since nicotine is not illegal, does it pose any problems for employers?
- What problems do medications (prescription and non-prescription) present in the workplace?
- What are the three main drugs abused in the workplace? Describe how each of these drugs effects safety and productivity in the workplace.

Ch. 16-Legal Considerations and Implications

- Discuss the issues of confidentiality and drug screening as they apply to the workplace and EAPs.
- The FRA of 1973 prohibits discrimination in the workplace. Describe how this impacts on employees who have a substance abuse problem?

Ch. 3-The Employer Response to Chemical Dependency: A Historical View

- Define and describe EAPs.
- List and describe challenges EAPs face in the future.

Ch. 4-The Government Response: Drug-Free Workplace Legislation

- What are the main legislative Acts associated with the Drug-free workplace and what are the provisions of each?
- Define a Drug-Free workplace according to the DFWA of 1988 and describe its seven (7) main provisions?
- Which federal agencies have regulations about drug-testing? What CFR is involved and what are the main testing criteria?

2nd Half of the Semester

Chapter 7-EAP Cost Benefits and Considerations

Do EAPs Make good economic sense? How and why?

Describe the four main methods (approaches) to evaluating an EAP's effectiveness and give an example of a good evaluation.

Chapter 15-EAPs Make Corporate Sense

Describe the eight (8) reasons that EAPs make good corporate sense.

Chapter 11-Creating a Climate for EAP Utilization

Describe the five general factors that influence and encourage the use of EAPs?

Chapter 13-Testing for Drugs: A Nebulous Solution

What are the basic types of (occasions for) drug testing?

Which federal agencies are involved with drug testing?

Describe the challenges to drug testing from Labor Unions and the ACLU and the counters to these positions.

Discuss the accuracy of drug testing.

Chapter 8-Marketing the EAP: Employees Who Refer Themselves

What are the three reasons that comprehensive EAPs have a higher self-referral rate than those that focus only on drug dependency?

Describe confidentiality and trust. What is the difference between the two?

Describe procedures for marketing trust and competence.

Chapter 9-Marketing Treatment: The Business of Recovery

What is the cost of treating a chemically dependent person?

What are the desirable basic requirements of a treatment program?

Feasibility of Employee Assistance Programs (Supplemental Material)

Describe the effectiveness of the "HELP" program.

Do you think the authors used a good or a poor method to evaluate the program? Why?

What are the decisions to be made when implementing an EAP?

EAP Concern for AMAX Coal Employees (Supplemental Material)

Describe the basic "segments" in the implementation of an EAP.

Carlsbad Substance Abuse Program

Why did IMC Fertilizer select testing for 'cause,' and what were the 'causes' that initiated testing?

What kinds of problems did the IMC Fertilizer EAP cover?

Chapter 5-EAP Practice and Process

Describe the three (3) ways an employee can be referred to an EAP and identify the most common chemically dependent referral?

What are the five basic steps that must be taken by a supervisor with respect to EAPs?

What do's and don'ts should the supervisor keep in mind when dealing with his/her workers?

How does 'Job Jeopardy' relate to an EAP's effectiveness?

Chapter 10-The Standards and the Structure

Define an EAP and describe its core activities

Chapter 12-Unions, Management, and Joint Programs

Why is chemical dependency a union problem?

Bob Rossi - The Union's View on Drug Testing (tentative)

What are six reasons that Unions oppose drug testing?

Chapter 17-External Employee Assistance Programs

Describe the advantages and disadvantages of an external EAP

What are the costs of an external EAP?

What are the factors to be considered when 'shopping' for an EAP?

Chapter 18-Summing It Up and Sorting It Out

What are the reasons that many organizations do OR do not have EAPs?

Student Presentations: Study questions will be developed by the student presenters and used in quizzes and/or the final exam. Test questions will be based on the objectives and the content of the lectures.

Reserve Reading:

West, L.J., and Ackerman, D.L. (1993). The Drug Testing Controversy. *Journal of Drug Issues*, 23 (4), 579-595.

What technical problems exist with drug screenings?

What are the legal challenges associated with drug screening?

Substance Abuse in the Workplace, *Prevention of Drug Abuse*

What percent of American workers use alcohol or other drugs, to what degree, and at what costs?

Crow and Hartman (1992). Drugs in the Workplace: Overstating the Problems and the Cures. *Journal of Drug Issues*, 22 (4), 923-937.

Describe the reasons the drug problem in the workplace may be overstated.

Harris (1993). Drugs in the Workplace: Setting the Record Straight. *Journal of Drug Issues*, 23 (4), 727-732.

Describe Harris' reasons for challenging Crow and Hartman's assumptions?

Hartman and Crow. Drugs in the Workplace: Setting Harris Straight. *Journal of Drug Issues*, 23 (4), 733-738.

Describe Hartman & Crow's responses to Harris' criticism.

Smith (March 1994) DOT Issues Alcohol Testing Rule

What are the DOT's rules on drug testing?

Other Questions/Objectives may be developed/determined for other readings

CHEATING

""Cheating: If you cheat (copy someone else's answers on a test, knowingly allow someone to copy your test, use someone else's term paper, etc.), **then you can receive a failing grade in the class and could be subject to further disciplinary measures.**"(Mountie, 1996, p. 14)

"Plagiarize ... vb.. to steal and pass off (the ideas or words of another) **as one's own: use** (a created production) **without crediting the source ~ vi: to commit literary theft: present as new and original an idea or product derived from an existing source"** (Webster's New Collegiate Dictionary, 1979, p. 870)

In order to protect yourself from being accused of cheating you must reference (cite) any thought, idea, or fact that is not your original thinking. This means noting in the body of your paper (project report, etc.) the source of the fact or idea, and, if you are quoting a source directly, including the page number where the quote may be found. In this course we will use the American Association of Safety Engineers (ASSE) and/or the Publication Manual of the American Psychological Association as a guide for citing works (APA, 1984).

To further protect yourself (and your grade); you must be sure that any work you hand in contains a substantial amount of your own thinking. It is not acceptable to paraphrase another's work (even if you refer to that work and give the author credit) and submit it as your work. Originality on your part is required to pass this course.

SOCIAL JUSTICE

West Virginia University is committed to social justice. I concur with that commitment and expect to maintain a positive learning environment based upon open communication, mutual respect, and non-discrimination. Our University does not discriminate on the basis of race, sex, age, disability, veteran status, religion, sexual orientation, color or national origin. Any suggestions as to further such positive and open environment in this class will be appreciated and given serious consideration.

If you are a person with a disability and anticipate needing any type of accommodation in order to participate in class, please advise me and make appropriate arrangements with Disability Services (293-6700).

Videos that MAY be shown:

Addictions (PBS- "The Mind")

How do drugs and alcohol affect the mind?

America Hurts: The Drug Epidemic

From a law enforcement point of view is casual drug use really a problem? Why or why not?

Dick and Jane - A Story of Drug Abuse.

What does Harry Edwards consider the best way of confronting works suspected of using drugs?

Drugs in the Workplace.

Why do most of us support the use of drugs?

Mainline

How do drugs affect the worker?

Who Profits from Drugs?

Who does profit from drugs?

Other Questions/Objectives may be developed for other videos