

From: metropolitan-employees@fdu.edu on behalf of William R. Kennedy [kennedy@fdu.edu]
Sent: Monday, November 26, 2012 11:03 AM
To: metropolitan-employees@fdu.edu
Subject: HR-fyi: Substance Abuse Workshops

Categories: Orange Category

To: All Faculty and Staff
From: Rose D'Ambrosio – Associate Vice President of Human Resources
Re: Important Workshop on Substance Abuse in the Workplace

I highly encourage our faculty and staff to attend a workshop on Substance Abuse in the Workplace.

Program highlights:

- Be aware of the extent of substance abuse in the workplace.
- Understand the drugs of abuse, including alcohol.
- Recognize signs and symptoms — physical and behavioral — that may impact a safe and productive work environment.
- Be aware of resources for assistance and how to use them.

To accommodate schedules as best as possible, we will be holding two workshops on each campus as follows:

	Date	Location	Session 1	Session 2
Metropolitan Campus	Monday, December 3, 2012	Dickinson Hall – Wilson Auditorium	10:30 a.m. to 11:30 a.m.	11:45 a.m. to 12:45 p.m.
College at Florham	Tuesday, December 4, 2012	The Mansion – Lenfell Hall	10:30 a.m. to 11:30 a.m.	11:45 a.m. to 12:45 p.m.



Substance Abuse in the Workplace

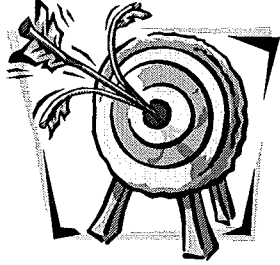
Employee Awareness

Substance Abuse—Employees, 3/2004, Revised 4/2006, T300-15-C24
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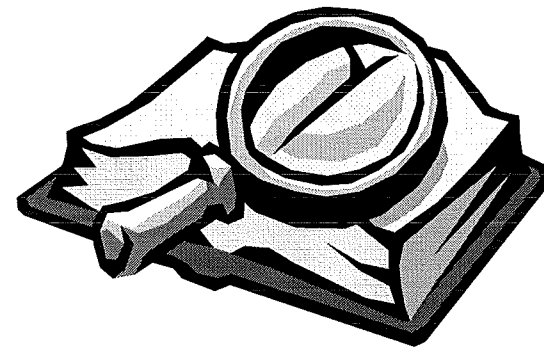


Learning Points

- Be aware of the extent of substance abuse in the workplace
- Understand the drugs of abuse, including alcohol
- Recognize signs and symptoms—physical and behavioral—that may impact a safe and productive work environment
- Be aware of resources for assistance and how to use them

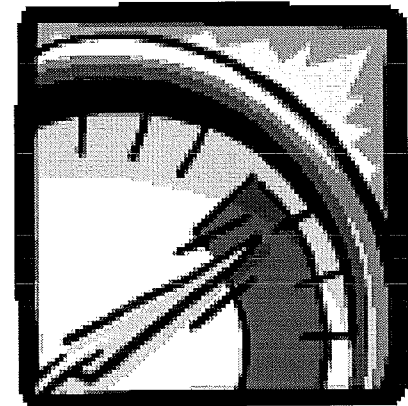
Definitions

- Drug
- Drug Use
- Drug Abuse
- Physical Dependence
- Psychological Dependence
- Addiction
- Tolerance



Impact on the Workplace

- Security
- Safety
- Quality control
- Productivity
- First-line supervisory problems
- Health
- Financial



Prescription and OTC Drug Abuse

- Sedatives
- Tranquilizers
- Mood elevators
- Pain killers
- Antihistamines



Resources & Referrals

For questions concerning:

- ☞ Dealing with troubled coworkers
- ☞ Substance abuse resources

Call your toll-free number

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