



Current Status: *Active*

PolicyStat ID: 8272080



Hackensack
Meridian Health

Origination Date: 01/2019
Effective: 07/2020
Last Approved: 07/2020
Last Revised: 07/2020
Next Review: 07/2023
Owner: *Marwah Durum: Mgr Regional
TM Relations*
Policy Area: *Human Resources Enterprise*
Applies To:
Applicability: *Hackensack Meridian Health
Network*

Drug and Alcohol Free Workplace

Purpose:

Hackensack Meridian Health (HMH) and the Hackensack Meridian School of Medicine (HMSOM) are committed to providing the highest quality of patient care, educational experiences, and to programs that promote safety in the workplace, team member health and well-being, and that promote a positive image of the institution in the community. Consistent with the spirit and intent of this commitment, HMH has developed this policy regarding the sale, use, possession or distribution of drugs and alcohol by all HMH team members.

Scope:

All team members of Hackensack Meridian Health and the Hackensack Meridian School of Medicine, including all faculty and students.

Policy:

The unlawful or unauthorized manufacture, distribution, dispensation, solicitation, sale, purchase, transfer, diversion, possession or use of drugs or alcohol while on HMH or HMSOM property/premises, in vehicles, on paid time or while otherwise engaged in activities for or on behalf of HMH or HMSOM, or reporting to work or classes under the influence of same, is strictly prohibited. This policy does not prohibit the moderate use of alcoholic beverages at authorized HMH or HMSOM- sponsored functions or events. Team Members who violate this policy will be subject to disciplinary action up to and including termination of employment, or dismissal from enrollment in the HMSOM.

Nothing in this policy is meant to prohibit the appropriate use of over-the-counter medication or other medication that can legally be prescribed under both federal and state law, to the extent that it does not impair a team member's job performance or safety or the safety of others. Team members who take over-the-counter medication or other medication that can legally be prescribed under both federal and state law to treat a disability should inform the Human Resources Department if they believe the medication will impair their job performance, safety, or the safety of others or if they believe they need a reasonable accommodation before reporting to work while under the influence of that medication. Students enrolled in the HMSOM should inform the Office of Student Affairs and Wellbeing.

Team Member and Student Assistance

Programs

HMH encourages any team member with a drug or alcohol problem to contact the Employee Assistance Program (EAP), the Occupational Health Department, or any recognized external evaluation, referral or treatment agency for assistance. Students are encouraged to contact the Student Assistance Program (SAP), the Office of Student Affairs and Wellbeing, or any recognized external evaluation, referral or treatment agency for assistance. HMH and the HMSOM subscribe to the premise that addictive diseases are entitled to the same consideration and offer of treatment which is extended to any other disease. All communications will be maintained on a confidential basis and maintained separately from the Team member's personnel file or the student's academic file. Team members and students will not be subject to discipline for voluntarily acknowledging their drug/alcohol problems, nor will job security, enrollment status, or promotional opportunities be jeopardized as a consequence only of having an addictive disease, except to the extent that the manifestations of the disease interfere with the team member's or student's performance of his or her job.

However, this will not excuse violations of the Drug and 'Alcohol Free Workplace policy for which the team member or student is subject to discipline. Team members and students who utilized the HMH EAP or SAP, or any other treatment resource will be expected to meet existing job and academic performance standards and established work rules within the framework of established administrative practices. A request for assistance does not exempt the team member or student from routine performance expectations, nor does it confer any immunity, legal or disciplinary, from the consequences of misconduct.

HMH expressly reserves the right, in its sole and absolute discretion, to change, modify or delete the provisions of this policy in whole or in part, at any time or for any reason without notice. The employment terms set out in this policy work in conjunction with, and do not replace, amend, or supplement any terms or conditions of employment stated in any applicable collective bargaining agreement. Wherever employment terms in this policy differ from the terms expressed in the applicable collective bargaining agreement, team members should refer to the specific terms of the collective bargaining agreement, which will control.

The provisions of this policy also work in conjunction with, and do not replace the student code of conduct, standards of achievement, and enrollment requirements for students enrolled in the HMSOM.

Any questions regarding this policy and procedure may be referred to Human Resources.

Attachments

No Attachments

Approval Signatures

Step Description	Approver	Date
	Mark Coleman: VP Team Membr Labor Relations	07/2020
	Gwen Zetterlund: VP HR Technology TM Srvcs	07/2020
	Marwah Durum: Mgr Regional TM Relations	07/2020

Applicability

Alert Ambulance, Bayshore Medical Center, Carrier Clinic, HMM Nursing & Rehabilitation, Hackensack Meridian Health Inc., Hackensack University Medical Center, Home Health and Hospice, JFK Medical Center, Jersey Shore University Medical Center, Legacy Meridian Health, Ocean Medical Center, Palisades Medical Center, Physician Services Division, Raritan Bay Medical Center - Old Bridge Division, Raritan Bay Medical Center - Perth Amboy Division, Riverview Medical Center, Southern Ocean Medical Center, System Search Engine (All Sites)

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