

## Alcohol and Substance Misuse Policy

The Alcohol and Substance Misuse Policy has been launched from 1 November.

The purpose of the policy is to reduce the detrimental effects that can be caused by alcohol or substance misuse such as accidents, incidents, absenteeism, reduced productivity, legal costs, public and client alienation and business reputation. The welfare of employees is important to the county council and in the first instance and for as long as this continues to be productive, the council will respond to alcohol or substance misuse problems as a health issue.

The policies overriding principles are:

- To promote an understanding of the effects and risks associated with misuse of alcohol and drugs, including prescribed medication, by providing employees with information.
- To encourage employees with an alcohol or a substance misuse problem to seek early help.
- To enable supervisors and managers to identify job performance problems that may be attributable to the effects of alcohol or substances and take the appropriate action through the provision of training in attendance management.
- To ensure that service users or colleagues are not put at risk as a result of an alcohol or substance misuse by employees.
- To communicate to employees that concealing, condoning or colluding with colleagues having problems related to alcohol or substance misuse is counterproductive, does not help the individual and is incompatible with this policy.
- To make available appropriate assistance – in the form of confidential support, advice and counselling to employees who suspect or know that they, or colleagues, have or may be developing a dependency problem.

Alcohol Testing Service:

For staff in safety critical roles and where cause is identified, the County Council has established testing procedures to support managers in providing an additional tool to confirm

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an individual is under the influence of alcohol. ScreenSafe UK has been appointed to undertake this testing where the criteria “With cause, for staff working in safety critical occupations” is met. It is not

always practicable to undertake testing, although this must not prevent usual management action from being taken.

If you would like further advice on this alcohol testing service you should contact your HR Adviser.

A copy of this policy can be found at :

[http://education.staffordshire.gov.uk/ProceduresAndGuidance/Procedures/HR/attendance/Al](http://education.staffordshire.gov.uk/ProceduresAndGuidance/Procedures/HR/attendance/Alcohol+and+Substance+Misuse+Policy.htm)

[cohol+and+Substance+Misuse+Policy.htm](http://education.staffordshire.gov.uk/ProceduresAndGuidance/Procedures/HR/attendance/Alcohol+and+Substance+Misuse+Policy.htm)

[Teachers' Pensions Regulations](#)

The Teachers' Pensions Regulations 2010 came into force on 1 September 2010. The DfE has

produced a commentary on the Regulations that can be found on the TP website at

[www.teacherspensions.co.uk/](http://www.teacherspensions.co.uk/). TP are currently revising their forms and literature to reflect

these changes. New versions are being posted to the website on a regular basis.

The key changes in September 2010 are:

□ The minimum reduction in contributable salary for phased retirement is 20%.

□ The restricted salary provision will now be the greater of £5,000 (subject to future

indexation) or 10% per annum in the 3 years prior to leaving service.

□ Employers have the power to recover unpaid contributions from the salary of employed

members should