

MAINE STATE LEGISLATURE

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OFFICE OF
THE GOVERNOR

NO. 4 FY 77/78
DATE September 7, 1977

STATE POLICY RE: ALCOHOLISM WITHIN STATE GOVERNMENT

WHEREAS, the problems of alcoholism and the abuses of alcohol have become serious in nature and have beset society as a whole in this State and this Nation; and

WHEREAS, the State Government of Maine and its employees are not immune from this problem; and

WHEREAS, a comprehensive program is needed to both assist those employees and educate Maine State employees in identifying and dealing with problems of alcoholism;

NOW, THEREFORE, I, JAMES B. LONGLEY, Governor of the State of Maine, do hereby establish the following State policy and action plan for responding to the problems of alcoholism within Maine State Government;

Policy Statement

The State of Maine has a direct interest in assuring that those employees who are affected by a drinking problem have access to counseling and referral services designed to assist them in the controlling of such drinking problem. It shall be the policy of the State to provide such services under non-punitive and confidential conditions using existing personnel and support services.

Program Objectives

- (1) To encourage employees who are experiencing a drinking problem to seek assistance at the earliest possible time since a drinking problem adversely affects his job performance.
- (2) To provide a basic orientation program for managerial and supervisory personnel which defines and describes their roles and responsibilities in providing counseling and referral services to their employees.
- (3) To inform all employees of the services which are available within State Government.
- (4) To encourage cooperation between employees, supervisors and employee representatives in providing services and promoting responsible behavior toward the use of alcohol, and the alcoholic, in order that the program can achieve maximum success with a minimum of publicity.
- (5) To establish clear written personnel practices, rules and procedures relating to the manner with which problem drinking will be dealt and to make such written material available to all employees.
- (6) To develop and implement an information campaign to create among State employees a general awareness of the problems associated with drinking and the State's program for addressing such problems.


Orientation Program

An Orientation program will be developed and made available to supervisors regarding the techniques and referral services which they should be aware of. This program will be delivered through the management training capacity of the Department of Personnel using existing personnel and available resources. All agencies are encouraged to incorporate this program into their ongoing in-service programs. The goal will be to reach all supervisors with the program over a one-year time frame, with the further making of programs available for new supervisors and for yearly updating of all supervisors.

In addition to the above statements of official State policy and related program objectives, I am asking the Department of Personnel to prepare an informational brochure to be distributed to all State employees. The contents of this brochure will include:

- (1) A statement of the State's policy relating to counseling and referral services for problem drinkers.
- (2) A list of the program objectives.
- (3) A general description of personnel policies and procedures for dealing with employees who have a drinking problem.
- (4) A brief description of the orientation program available through the Department of Personnel.
- (5) An identification of the telephone number(s) to contact when a supervisor or employee desires to request assistance from within State Government.

All State Departments and their employees are encouraged to cooperate fully in carrying out the purposes of this program.



JAMES B. LONGLEY
Governor

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