



TOWN OF IPSWICH

25 Green Street

IPSWICH, MASSACHUSETTS 01938

Mary Gallivan
Human Resources Director

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M E M O R A N D U M

TO: Ipswich Employees
FROM: Mary Gallivan, Human Resources Director
DATE: February 27, 2020
RE: Employee Substance Abuse Assistance

The Town of Ipswich recognizes alcohol and/or drug dependency as an illness and major health problem. Employees experiencing problems with drugs or alcohol are urged to voluntarily seek assistance through available resources to resolve such problems before they become serious enough to adversely affect work performance and jeopardize their job.

Some of these resources are:

- Your health insurance – contact Customer Service at the number on the back of your insurance card.
- Alcoholics Anonymous Referral Service and Treatment Program 24-hour help line – (800) 711-6375.
- The Substance Abuse and Mental Health Services Administration (SAMHSA) has a website (<https://www.samhsa.gov/find-help/national-helpline>) or a toll-free phone number (800-662-HELP) to help individuals locate a drug and alcohol abuse treatment program in their community.
- Employee Assistance Program (EAP) 24-hour hotline – (800) 451-1834 or www.emiia.org
- Massachusetts Substance Use Hotline (800) 327-5050 or www.helplinema.org
- If you are a Veteran: U.S. Department of Veterans Affairs Substance Use Disorder (SUD) Program hotline (800) 273-TALK/8255 or https://www.va.gov/directory/guide/state_SUD.cfm?STATE=MA

An employee who takes the initiative of advising his or her supervisor or manager, or Human Resources that he or she has a problem with regard to alcohol or drug use, and who demonstrates a commitment to take the necessary remedial action, will be eligible for an unpaid leave of absence for such purpose, and will not be subjected to disciplinary action solely for having reported the problem or having requested time off. An employee may still be disciplined or terminated, however, for inappropriate conduct or violation of Town or School policy, even though such conduct may have occurred while the employee was under the influence of, or addicted to, alcohol or drugs.