

CHAPTER 6. RELATIONSHIP TO HUD DRUG-FREE WORKPLACE  
PROGRAM (DFWP)

- 6-1 Introduction. Implementation of an effective EAP shall be consistent with policies set forth in E.O. 12564, and the HUD DFWP. The purpose of these policies is to eliminate drug use from the workplace and to offer an opportunity for treatment and rehabilitation to users of illegal drugs.
- 6-2 Functional Requirements. HUD Headquarters EAP Staff and Field EAP Liaison Officers play an important role in preventing and resolving employee drug use by:
- A. ensuring counseling and assistance to employees who self-refer for treatment or whose drug tests have been confirmed positive;
  - B. monitoring employees' progress through treatment and rehabilitation;
  - C. ensuring education and training to all levels of the Department on types and affects of drugs, symptoms of drug use and its impact on performance and conduct, relationship of the EAP to the drug testing program, and related treatment, rehabilitation, and confidentiality issues; and
  - D. ensuring the confidentiality of test results and related medical treatment and rehabilitation records.

The EAP shall be administered separately from the testing program. The EAP shall not be involved in the collection of urine samples or the initial reporting of test results. Also, the Headquarters EAP Administrator and Field EAP Liaison Officers will not serve as Drug-Free Workplace Program Coordinators.

- 6-3 Referral and Program Availability. Any employee who self-refers for treatment or whose drug test has been confirmed positive shall be referred to the EAP. For employees referred as a result of drug testing, EAP Counselors (service providers) are to document the treatment plan prescribed. The signature on this document of both the EAP Counselor and employee will ensure the mutual understanding of the treatment plan. The EAP is available not only to HUD employees, but when feasible, to the families of employees with drug problems, and to employees with family members who have drug problems.

- 6-4 Evaluation and Recordkeeping. Field EAP Liaison Officers should regularly evaluate the EAP and its effectiveness and efficiency in resolving employee drug problems and will

maintain necessary data as required by the DFWP.  
Recordkeeping requirements will be in compliance with  
Chapter 13 of the DFWP and Section 3-8 of this handbook.

For further instructions on the EAP and the DFWP, see  
Chapter 3 of the Drug-Free Workplace Program.