



RECOVERY WORKS

TOOLKIT CONTENT OVERVIEW

THE RECOVERY FRIENDLY WORKPLACE TOOLKIT

CT Department of Labor

CT Department of Public Health

Department of Mental Health and Addiction Services



CONTENT OVERVIEW



Section 1.0 Intro to being a Recovery Friendly Workplace (RFW)

- 1.1 A new way of looking at substance misuse
 - The Recovery Friendly Workplace Toolkit
- 1.2 SUD: Understanding the condition
 - SUD: A medical condition
 - Causes & Factors
 - Impact of opioid crisis on SUD
 - Workplace injuries
 - Absenteeism & Presenteeism
- 1.3 The study of SUD
 - Different levels of use
 - A medical condition – not a personal failure
- 1.4 Fighting the stigma of SUD
 - Fighting the stigma
 - Facts that may surprise you
 - Language matters
- 1.5 The power of a positive workplace
 - Problems with pressure
 - The case for workplace well being
- 1.6 FAQs
- 1.7 Glossary

Section 2.0 Impact in the workplace

- 2.1 Looking at all sides of the issue
 - Economic impacts
 - Downside/Upside
 - Human cost
 - Social strain
- 2.2 Handling SUD in the workplace
 - Signs of someone struggling with SUD
 - How to talk to an employee about SUD: Do's & Don'ts
- 2.3 Different paths forward

CONTENT OVERVIEW



Section 3.0 Creating a Recovery Friendly Workplace

3.1 Assessment of current practices

3.2 CT's 5 Principles

- Early identification
- Instant support
- Employer flexibility
- Regular review
- Enlisting success

3.3 Putting the 5 principles into practice

- Early identification
- Instant support
- Employer flexibility
- Regular review
- Enlisting success

3.4 The 10 Best guidelines

3.5 State and regional resources

- drugfreect.org
- DMHAS
- CCAR
- Regional Behavioral Health Action Organizations
- American Job Centers
- AJC Peer Navigators

3.6 Sample internal communications

- Sample statement/declaration
- Email
- Poster
- Policy Statement
- Survey questions

3.7 Training for managers and supervisors

- CCAR
- RBHAOs

3.8 Legal considerations

- Key points to remember
- ADA
- CT Fair Employment Practices Act

CONTENT OVERVIEW



- FMLA
- OSHA/Alliance Program
- Mental Health Parity Act
- Workers Compensation

4.0 Resources

4.1 Resources fro Employers

4.2 Resources for Employees/Families

Process Map: The Road to Recovery - 10 Steps to Becoming a Recovery Friendly Workplace

Acknowledgment & Sources