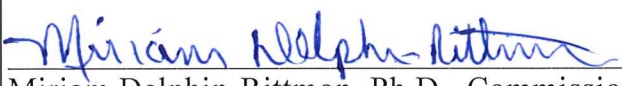




**STATE OF CONNECTICUT**  
**Department of Mental Health & Addiction Services**  
**Commissioner's Policy Statement and Implementing Procedures**



<b>SUBJECT:</b>	Uniform Policy Regarding Activities While On Duty
<b>P &amp; P NUMBER:</b>	Chapter 2—Human Resources/Employee Services
<b>APPROVED:</b>	 <span style="float: right;">10/3/18</span> Miriam Delphin-Rittmon, Ph.D., Commissioner      Date:
<b>EFFECTIVE DATE:</b>	May 6, 1993
<b>REVISED:</b>	July 10, 1996, August 15, 1996; September 2018 (This replaces Commissioner’s Policy #24 with effective date 8/15/96)
<b>REFERENCES:</b>	DMHAS Work Rules
<b>FORMS AND ATTACHMENTS:</b>	

**STATEMENT OF PURPOSE:** DMHAS employees must be alert, dependable and fit to do their jobs.

**POLICY:** Employees are notified that certain activities are clearly prohibited and the significant disciplinary action that will result from performing these activities.

**PROCEDURE:**  
**UNIFORM POLICY REGARDING ACTIVITIES WHILE ON DUTY**

It is the policy of the Department of Mental Health and Addiction Services to utilize uniform disciplinary measures to address prohibited employee activities. Therefore, the following guidelines are provided to address the appropriate levels of discipline for specific prohibited employee activities.

**A. Sleeping or Inattentiveness on Duty**

In order to insure patient safety and the security of the total environment, all employees of the Department of Mental Health and Addiction Services shall remain alert and attentive at all times while on duty. A lack of alertness constitutes a serious danger and cannot be permitted in any instance. Therefore, sleeping and/or inattentiveness while on duty are prohibited.

Because any degree of inattention can pose a critical threat to personal and environmental safety, no distinction shall be made between "deep sleep", "dozing", or any intermediate condition and general inattentiveness. Likewise, the length of time an employee may be

sleeping, dozing, or inattentive in other ways is irrelevant.

An employee who violates this prohibition shall be subject to the following disciplinary measures:

- A first offense shall warrant a five-day suspension, barring mitigating circumstances. In particularly egregious cases, such as sleeping while on a 1:1 suicide watch, discipline may include up to dismissal.
- Where a suspension has been imposed for a first offense, a second offense shall be cause for dismissal.

## **B. Leaving Duty Station**

All employees are expected to report for duty at their appointed time, to be punctual in returning to work after meals or any other excused absence and to remain at their place of work or duty station until the end of their scheduled workday or shift.

While it is recognized that an emergency may necessitate that an employee be relieved from duty, no employee may leave her/his duty station unless properly relieved. **"Properly relieved" means that an employee has her/his supervisor's express permission and approval to leave her/his duty station.**

Any employee who leaves her/his duty station without proper relief will be subject to the following disciplinary measures:

- A first offense shall warrant a five-day suspension. (The employee shall not be paid for the portion of the shift not worked if it is because it is unauthorized leave.)
- A second offense shall be cause for dismissal. (The employee shall not be paid for the time not worked if it is because it is unauthorized leave.)

## **C. Consumption of Alcoholic Beverages or Drugs**

No employee in the Department of Mental Health and Addiction Services may consume alcoholic beverages or drugs while on duty or arrive at the duty station under the influence of alcohol or drugs. If it is determined by a hospital physician that an employee is unable to perform her/his duties because of the effects of alcohol or drugs, that employee will receive no less than a five-day suspension along with referral to an appropriate resource for assistance. A second offense shall be cause for dismissal. As a condition of continued employment, the employee may be required to successfully complete a treatment program.

## **D. Prescribed Medications**

An employee taking prescribed medications under the orders of a physician shall report the situation to her/his supervisor if the medication may affect her/his performance. A determination will be or made by a hospital physician as to whether not the employee should remain at her/his duty station. An employee sent off duty may use sick time.