EAP REFERRAL

|  |  |  |  |
| --- | --- | --- | --- |
| **DATE:** |  | **DEPARTMENT:** |  |
| **EMPLOYEE:** |  | **PHONE NUMBER:** |  |
| **SUPERVISOR:** |  | **PHONE NUMBER:** |  |
| **SUBJECT:** | **CONFIDENTIAL EMPLOYEE ASSISTANCE PROGRAM MANDATED REFERRAL** |

This is a formal mandate to the SWEAP Connections Employee Assistance Program. This is a confidential program, the only information received by the city will be: (1) you kept the appointment, and (2) that you are following a plan for resolution of the work-related issue(s). No information about the problem area or what you are doing to resolve the situation is disclosed. This mandate is in response to the noted concern(s) below:

|  |
| --- |
| ***FAILED DRUG/ALCOHOL TESTING*** |
|  | ALCOHOL | DRUG |
| CDL |  |  |
| NON-CDL |  |  |
| ***WORK PERFORMANCE ISSUES*** |
| 1. |
| 2. |
| 3. |

(*Referring Manager – Please Check One*)

 This action is taken as a preventive measure; it is not a disciplinary action.

 This action is in conjunction with a disciplinary action and to avoid more severe disciplinary actions.

You are hereby mandated to contact SWEAP Connections no later than 3:00 p.m. On \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and comply with their recommendations.

 *(Date)*

If this problem continues or other infractions/incidents occur, you will be subject to further action up to and including termination of employment.

SWEAP Connections can be reached at (501)663-1797 or 1(800)777-1797. Their office is in the Plaza West Building, 415 North McKinley, Suite 520, Little Rock, Arkansas 72205.

If you are in active pay status (i.e. not serving a suspension or on unpaid leave), you may attend the first session with SWEAP Connections with no leave charge or time loss, if that session is scheduled no later than one week from the date of this notice.

I have read and understand the information stated above. I understand that SWEAP Connections will report attendance and compliance to Human Resources and my supervisor. I also understand that failure to contact SWEAP Connections and follow their recommendations will result in disciplinary action up to and including termination of employment.

Signature of Employee Date

Signature of Supervisor Date