

Employee Assistance Program Supervisory Referral Form

Employee Name: _____ SS# or Employee I.D.#: _____

Employee's Job Title: _____ Date of Referral: _____

Company Name: _____ Department: _____

Supervisor: _____ Supervisor's Phone: _____

If the employee has exhibited two or more of the following behaviors within the previous 30 days, a referral to the Employee Assistance Program (EAP) is warranted. Remember, the EAP serves as a resource to the employee and is not part of the disciplinary process. Be sure and emphasize that the referral is being offered to help the employee and that the EAP is a confidential setting. Remember to catch a downward swing and turn it around BEFORE IT BECOMES A PROBLEM! Refer to EAP in: Harlingen (956) 389-6876 and in Brownsville (956) 698-5207.

Check those which apply.

- 1. Missed deadlines or excessive errors due to inattention or poor judgment.
- 2. More than one accident (personal and/or property damage) on and off the job.
- 3. Excessive absenteeism and/or tardies.
- 4. Complaints from co-workers, overreaction to situations, or undependable statements.
- 5. Domestic or financial problems which interfere with work.
- 6. Demonstrates disrespect toward supervisor and coworkers or does not follow established policies.
- 7. Refusal to follow reasonable instructions of work supervisor; will not accept constructive criticism.
- 8. Inappropriate work behaviors: sexual harassment, disparaging remarks, profanity, aggression, and/or ethnic slurs.
- 9. Radical mood swings during the day or from one day to the next.
- 10. Deterioration of hygiene and personal appearance.
- 11. Other (see attached List of Common Performance Issues) _____

12. What are the disciplinary options being considered if performance does not improve? _____

Appointment Schedule: Date: _____ Time: _____ Counselor: _____

This form to be filled out by supervisor and sent to clinician prior to first EAP session.
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LIST OF COMMON WORK PERFORMANCE ISSUES

1. Missed deadlines.
2. Errors due to inattention or poor judgment.
3. Fluctuations in performance (alternating periods of unusually high and low work output by a previously steady employee).
4. Lapses of attention, with increased inability to concentrate. Appears not to pay attention in conversations.
5. Occasional complaints from fellow employees or individuals outside the work unit.
6. Elaborate excuses.
7. Confusion and increasing difficulty in handling assignments.
8. A high rate of accidents (personal and/or property damage) on and off the job.
9. Blames others for job performance deficiencies.
10. Complaints of being treated unfairly by supervisors, other employees, the work organization.
11. Absent without annual or sick leave being available.
12. Absence from work site without good reason, with notice, or without authorization.
13. Excessive sick leave use () with () without medical excuses being provided next work day.
14. Absent on Mondays and/or Fridays, before and after holidays, and the day after payday.
15. Repeated absences for prolonged periods of time (2-4 days, etc.)
16. Excessive tardiness.
17. Early departure from work without notice or without permission.
18. Long lunch hours.
19. Elaborate, increasingly improbable, and sometimes bizarre excuses for absences or tardiness.
20. Complaints from fellow workers about attitude, behavior, team player issues, profanity, unpredictability.
21. Overreaction to real or imagined criticism. Inability to accept, use, and incorporate feedback given by others.
22. Avoidance of coworkers, isolation-type behavior, and decreased communication needed for team-building and maintenance of productivity.
23. Undependable statements. Facts later discovered do not support earlier statements given.
24. Exaggerated work accomplishments. Inability to recognize others' contributions, opinions, feelings, needs for validation.
25. Grandiose, aggressive, and/or belligerent behavior towards coworkers, supervisor, customers, students, parents, public.
26. Unreasonable resentments – “people are out to get me” “There is a conspiracy against me.”
27. Uses excuses that domestic problems interfere with work, attendance, conduct on the job.
28. Evidence of financial problems, including borrowing or attempting to borrow money from coworkers.
29. Deterioration of hygiene and personal appearance.
30. Apparent loss of ethical values. Demonstrates disrespect toward supervisor and coworkers.
31. Property is damaged, lost, stolen while in possession or being watched or guarded by employee.
32. Excessive personal phone calls or use of a cell phone, or a pager going off while at work.
33. Mood swings during the day.
34. Mood swings from one day to the next. Unwillingness to “pitch in” and help out coworkers.
35. Complaints of not feeling well to the exclusion of duties.
36. Claims of getting help for various personal problems without improving job performance, attendance, or attitude.
37. Inappropriate requests for outstanding recognition of mediocre job performance.
38. Excessive apologizing for work, attendance problems, etc., without correcting problematic behavior.
39. Refusal to follow reasonable instructions of work supervisor.
40. Complaints of sexual harassment or other types of offensive behavior from coworkers/visitors/customers.
41. Disparaging remarks, jokes, and humor of an ethnic or racial nature.
42. Use of profanity on the job that is offensive to coworkers.