



SUPERVISORY REFERRAL TO EMPLOYEE ASSISTANCE PROGRAM

Supervisor's rating of employee: _____

Employee Name

Employee's Job Title

Company _____

Client location _____

City ST

Table with 6 columns: Behavior, Not a Problem, Rarely a Problem, Sometimes a Problem, Frequently a Problem, Serious Problem. Rows include Absenteeism, Tardiness, Observance of work hours, Quality of work, Quantity of work, Safety record, Erratic or disruptive behavior, Acceptance of supervision, Personal presentation, Suspicion of substance abuse.

Has the employee recently failed a random drug screen? Y___ N___

Is the employee currently on paid administrative leave? Y___ N___

Reason for Supervisory Referral- Describe in detail citing specific examples of problem behaviors. Explain what changes are expected, how much time is allowed for changes to be made, and potential consequences if changes are not made (i.e., job termination, probation, etc.) Attach any supporting documents from the personnel file.

Horizontal lines for writing the reason for supervisory referral.

M A T R I X

We have read and discussed this form on _____ and employee agrees to accept referral to the EAP.
(Date)

Supervisor Name _____ Signature _____

Employee Name _____ Signature _____

Human Resources Representative _____ Signature _____

Please include a signed Authorization to Obtain/Release Protected Information. Matrix will release to the employer, only information specifically authorized on the signed authorization form, and only to the extent relevant to the job performance issues cited above.