

State of Nevada EAP

Guidelines to Make an Official Referral to the EAP

1. Supervisor calls or makes an appointment to consult in-person with the EAP Coordinator regarding the employee's work performance problems;
2. After discussing the employee's work performance problems and strategies used to assist the employee, the supervisor and the EAP Coordinator schedule an appointment for the employee;
3. Supervisor and EAP Coordinator discuss the preparation of the official referral memo to the employee, which does not present disciplinary actions, but discusses only the reasons for referral and information regarding the time, date, and location of the appointment;
4. Supervisor sends original memo to employee and copy to EAP (Note: EAP Coordinator must receive copy of memo prior to employee's official referral appointment);
5. Supervisor meets privately with employee to present the official referral memo and to discuss the expectations of and plan for improving work performance; and
6. EAP Coordinator notifies supervisor of the employee's attendance or non-attendance at the appointment via telephone and written memo. No other information can be released without the employee's written permission.