

**EMPLOYEE ASSISTANCE PROGRAM SUPERVISORY REFERRAL FORM**

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The Employee Assistance Program (EAP) is a counseling and referral service provided by the professional counseling staff at Workplace Solutions. EAP professionals can help you deal with challenges and concerns that may be affecting you personally and professionally. Participation in the Employee Assistance Program is voluntary and confidential. **All personal information shared in the EAP process remains confidential and is protected in the same manner as medical records.** Individuals are required to provide a written authorization prior to the release of information. In such circumstance, the employee is made aware of what information will be disclosed to whom, and why.

I am referring (employee name):

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to the Employee Assistance Program because of the following performance problems:

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I will be calling Workplace Solutions to alert them that you have been referred. I encourage you to contact Workplace Solutions at 1-800-EAP-5071, if you feel their services could be of benefit to you.

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(Supervisor’s name and title)

(Date)