

Instructions for Making an Informal Referral

NOTE TO SUPERVISOR:

An *Informal Supervisory Referral* does not prevent you from taking disciplinary action based on job performance: however, it is *not appropriate to make an Informal Supervisory Referral* if a decision to terminate has already been made.

STEPS FOR MAKING AN INFORMAL SUPERVISORY REFERRAL:

- The Supervisor should contact an EAP Counselor (832-393-6510) before actually making an *Informal Supervisory Referral*. This will give the Supervisor and the EAP Counselor an opportunity to discuss the job performance problems, as well as talk about strategies for helping the employee resolve the performance problem.
- If an *Informal Supervisory Referral* is going to be offered to the employee, the Supervisor should complete the *Informal Supervisory Referral* form before meeting with the employee.
- The Supervisor and the employee should then meet to discuss the job performance problem and the need for the employee to address the job performance problem. The employee should be told that the Supervisor is making an *Informal Supervisory Referral* to EAP as a resource to help resolve the employee's job performance problem.
- The Supervisor should then contact an EAP Counselor (832-393-6510) to advise that an *Informal Supervisory Referral* form is about to be emailed.
- *Informal Supervisory Referral* form is to be emailed to:
EmployeeAssistanceProgram@houstontx.gov .