



## KEY POINTS TO JOB PERFORMANCE REFERRALS

1. Prepare in advance written "last chance" agreement (see attached sample).
2. Confront employee in private.
3. Discuss factual job performance deficiencies.
4. Advise of appropriate discipline.
5. Offer "last chance" agreement in lieu of discipline.
6. If "Yes", obtain signatures and proceed to #7. If "No", write "offer refused" on agreement and obtain signatures.
7. Supervisor or Human Resources calls EAC while employee is in office. He or she gives job performance facts to receptionist and schedules employee's first appointment.
9. Supervisor sends a copy of "last chance" agreement to EAC via email or fax **prior** to the employee's first appointment.
10. The EAC counselor contacts the designated supervisor or Human Resource representative to discuss the specifics of the job performance referral.
11. After the employee's first appointment and a release of information is signed, the EAC counselor contacts the company's designee to report the employee's attendance and the session's disposition.
12. The supervisor or Human Resource representative keeps EAC apprised of any changes in employee's job performance.
13. The EAC counselor continues to keep the company apprised on the employee's attendance and follow through with treatment recommendations until the case is "closed".

**FOR MORE INFORMATION CALL: 1-800-227-0905**

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<sup>1</sup> EAC advises consulting your legal counsel before entering into "last chance" agreements with employees.