

Beaumont® | HEALTH SYSTEM

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Department Manager

Contact Human Resources Employee Relations Representative to discuss the disruptive behavior demonstrated by the employee.

Human Resources

Determine action to be taken. If the determination is to initiate a Mandatory EAP Referral, have the supervisor/manager access the EAP Mandatory Referral form which documents the need for the referral as well as a Mandatory Referral Agreement form online or provide hard copies of each form if supervisor/manager is present.

Department Manager/Supervisor

Complete and sign both forms. **The Mandatory Referral form** is to be used to document the employee's behavior which has prompted the referral and shall be retained in the employee's departmental file.

The **Mandatory Agreement form** is to be used to outline the issue with the employee and provide the employee with instructions to meet with an EAP Manager.

Meet with employee, explain the determination for the EAP Mandatory Referral and the process. On the Mandatory Referral Agreement form, item #2, indicate the date by which the employee must contact EAP (suggest no more than 72 hours from date of review with employee). Have the employee sign and date the Mandatory Referral Agreement form. Fax a copy of both forms to EAP (248-551-9949).

Should the employee refuse to participate in the Mandatory Referral process or does not contact the internal EAP Manager as instructed, the employee is subject to disciplinary action up to and including discharge. Inform employee of the consequences of non-compliance. Should this occur, contact Human Resources for assistance in the determination of the level of Corrective Action.

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EAP Manager

Receive Mandatory Referral form and Mandatory Referral Agreement form. Evaluate employee upon presentation and determine appropriate treatment/care and make referral to treatment provider. Prepare Mandatory EAP Contract and obtain employee signature.

Interface with treatment provider and monitor employee progress. Upon completion of treatment program, indicate the date of discharge on the Mandatory Referral Agreement and provide copy of same to Human Resources.

Notify Human Resources for determination of the disposition of case should the employee refuse to participate in the Mandatory Referral process or if the employee does not complete the treatment process.

Human Resources

Upon notification of non-compliance of employee in Mandatory Referral process, contact the employee's supervisor/manager and discuss the appropriate Corrective Action to be taken.

Department Manager

Prepare Corrective Action paperwork and meet with employee to review action.