

# CITY OF LITTLE ROCK

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## HUMAN RESOURCES DEPARTMENT

500 W. Markham - Suite 130W - Little Rock, Arkansas 72201-1428  
(501) 371-4590 λ FAX (501) 371-4496

**TO:**

**FROM:**

**SUBJECT: CONFIDENTIAL EMPLOYEE ASSISTANCE PROGRAM  
MANDATED REFERRAL**

**DATE:**

As we discussed, there has been a problem with your work performance. That performance problem is:

\_\_\_\_\_  
\_\_\_\_\_

You are hereby mandated to contact the Employee Assistance Program (EAP no later than 3:00 p.m. on \_\_\_\_\_ and comply with their recommendations. (Referring Manager - Please Check One)  
(Date)

- This action is taken as a preventive measure; it is not a disciplinary action.
- This action is in conjunction with a disciplinary action and to avoid more severe disciplinary action.

If this problem continues or other infractions/incidents occur, you will be subject to further action up to and including termination of employment.

EAP can be reached at 663-1797 or 1-800-777-1747. Their office is located in the Plaza West Building, Suite 520, at 415 North McKinley, Little Rock, Arkansas.

If you are in an active pay status (i.e., not serving a suspension or on unpaid leave), you may attend the first session with EAP with no leave charge or time loss, if that session is scheduled no later than one week from the date of this notice.

I have read and understand the information stated above. I understand that EAP will report attendance compliance to Human Resources and my supervisor. I also understand that failure to contact EAP and follow their recommendations will result in disciplinary action up to and including termination of employment.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

**SEND TO THE RISK MANAGER IN A SEALED CONFIDENTIAL ENVELOPE, SEPARATE FROM ANY DISCIPLINARY ACTION.**

cc: Department Director