



BALANCING EAP AND DISCIPLINE

I've referred the same employee to the EAP twice in six months. There has been no lasting improvement. At what point do repeated referrals become a substitute for the disciplinary action I should be taking?

CONTINUOUS
IMPROVEMENT IS
BETTER THAN
DELAYED
PERFECTION.

MARK TWAIN

Your question raises an important issue that supervisors must understand thoroughly. The unanswered issue? What precisely is this employee doing that led you to make an EAP referral? Exactly what barriers... #1: Hinder productivity? and/or #2: Hinder optimum team relations? A supervisor may recommend or make a formal referral to the EAP for job-related concerns, but there need be no delay in addressing conduct, attendance, or productivity issues through corrective action procedures as outlined in the employee manual. The EAP should not replace disciplinary action.

In limited cases, it may make sense to pause discipline temporarily while the employee completes an EAP assessment. However, supervisors should still make clear that the employee is expected to meet workplace standards for performance and conduct. Those expectations should guide all next-step decisions. Supervisors should continue to monitor results and base employment decisions on observable job performance. The EAP is not a barrier, a protected escape from accountability, or a reason to delay appropriate action to improve employee performance.

Written by: Andy Visser

Leadership Orientation Training - Session B Virtual

Watch for up coming classes.

CONTACT US TODAY:

Please contact our office by calling 800-779-6125 or e-mailing (info@connectionseap.com) for more information or register online:

www.connectionseap.com

ATTENTION: SUPERVISORS, MANAGERS, ADMINISTRATORS:

Session A: "Leadership Orientation to the EAP", is always available on the website. Please check your wallet cards or contact your HR department for your username and password.

Website Information – Webinars are available in the Work/Life Services site. Log in on Connections website go to Employee or Leadership Resources tab to access webinars, continue to scroll down on the Work/Life Services opening page. (All webinars are archived for later viewing.)

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