



Management Referral Program

The **Management Referral** is a tool used by employers to offer **EAP assistance** to employees who are exhibiting workplace performance concerns such as:

- Frequent Absenteeism
- Late Arrival Habits
- Disruptive Behavior
- Violation of Workplace Policies

1

Employer calls EFR to make the Referral

2

Employee calls EFR to make the Appointment

EFR offers an appointment within **5 business days**

3

Employee attends sessions to complete assessment, referral, and brief counseling

EFR asks employee to sign form to **allow updates to employer**

4

With proper authorization, EFR provides update to employer.

5

Employer decides how to proceed based on workplace policy and outcome of Management Referral process

