

CHAPTER 4. RELATIONSHIP TO DISCIPLINARY AND PERFORMANCE
BASED ACTIONS

- 4-1 Statement of EAP Relationship to Discipline. The EAP is a nondisciplinary program intended for the purpose of providing counseling, referral, and assistance to help identify, motivate, and refer those employees who develop personal-medical-behavioral problems that may impair their conduct or performance on the job. The goal of the EAP is to support and aid employees in getting the assistance they need to help them carry out their duties and responsibilities to the best of their capabilities and to restore the troubled employee to full productivity.

Employee participation in the EAP is entirely voluntary. No employee may be forced, threatened, or coerced into accepting any form of counseling or treatment. However, employees who fail to seek treatment, or those who fail to follow EAP Staff recommendations or who fail to adhere to treatment or rehabilitation plans, may be subject to the range of performance based or disciplinary actions if performance or conduct does not improve. Supervisors should offer the assistance of the EAP prior to taking adverse action against employees, if the cause of the employee's poor performance or misconduct is attributable to an alcohol, drug, or emotional problem. If an alcohol, drug, or emotional problem is an issue, and unless extreme situations exist (e.g., national security, criminal acts or safety of the employee or others necessitate immediate disciplinary action at the same time assistance is offered), supervisors may want to suspend disciplinary or performance-based action proceedings for a reasonable period of time to permit the employee an opportunity for rehabilitation and an opportunity to return to a satisfactory performance level. Supervisors are strongly encouraged to consult with their servicing employee relations staff or EAP before initiating any performance-based or disciplinary action at any time a performance or conduct problem is believed to be caused by the effects of alcohol, drug, and/or emotional problems.