

Employee Assistance provides **free consultation to all supervisors and managers**

Take advantage of your EAP by remembering to call for any difficult employee or worksite problems. You receive consultation on workplace and supervision problems including:

- **How to deal with a difficult employee**
- **How to refer an employee for counseling when their personal life may be interfering with job performance**
- **What do you do if you smell alcohol on an employees breath**
- **What is the process for referring an employee with a CDL who tests positive for alcohol and drugs**
- **How can a counselor help an employee who is in the last phase of a disciplinary process**
- **How do you talk to an employee about seeking help who is functioning well at work but is having personal problems**
- **Call if...**
 - you think you are about to lose your temper
 - you are concerned that an employee may pose a safety hazard at work
 - you simply want the objective input of a third party

In the Management Tools section of the EASE Web site: www.easeeap.com, you will find important forms and handouts that you may need. Use the user name and password **easeinc to access these materials.**