

Supervisor's Quick Reference Guide

- **Employee is threatening his/her safety or that of others.**
Call University Police for immediate assistance at 304-293-3136 (available 24/7).
- **Employee is injured or exhibiting extreme physical symptoms.**
Call 911 immediately and request medical assistance.
- **Employee is suspected to be impaired (non-DOT covered position).**
 - 1) Document the specifics and complete the Observed Behavior Checklist. If at all possible, have a witness observe the employee's behavior.
 - 2) Contact Employee Relations to review the observed behaviors. Move the employee to a private and confidential area. Ask the employee at this time if he/she has been drinking or is under the influence of illegal or prescription drugs.
 - 3) The supervisor and Employee Relations will make the determination of whether or not the employee should be removed from duty.
 - 4) The supervisor will arrange transportation home for the employee, at University expense (via taxi, University Police, relative, other). At no time should a supervisor or fellow employee transport the individual on their own. Strongly discourage the employee from driving himself/herself home.
 - 5) The supervisor and Employee Relations will discuss the next steps which may include any or all of the following: referral to Faculty Staff Assistance Program, referral to Medical Management, disciplinary action.
 - 6) Before the employee is permitted to return to work, a meeting will be held with the employee, supervisor and Employee Relations.

Employee Relations
304-293-5700 x5
After hours: 304-692-4636