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## Formal/Mandatory Referral Form

### Referral Contact Information

Your name: \_\_\_\_\_  
Position: \_\_\_\_\_  
Union/Company name: \_\_\_\_\_  
E-mail address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_

### Employee Information

Employee name: \_\_\_\_\_  
Employee position: \_\_\_\_\_  
Union/Company name: \_\_\_\_\_  
Employee age: \_\_\_\_\_

### Behavioral Information

What is the presenting observed behaviors or performance problems leading to the referral to TEAM? Please be specific.

What attempts have been made to remedy this problem?

Are there any observed behaviors that may pose safety risks requiring removal from the job site? If yes, please describe.

If employee/member had a positive UA, what was it positive for? What was the level?

### Historical Information

How long have performance problems/inappropriate behavior been occurring?

Is there a history of other problems or concerns with this employee?

Please provide any other relevant information about this employee; e.g., relationship with co-workers, outside stressors of which you are aware, etc.:

### Disciplinary Procedures:

Are there any disciplinary procedures?

Is the member/employee suspended or fired?

When can they return to work? Under what circumstances may they return to work?