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County of San Diego

ETHEL M. CHASTAIN
DIRECTOR

DEPARTMENT OF HUMAN RESOURCES

444 WEST BEECH STREET, 3RD FLOOR, SAN DIEGO, CALIFORNIA 92101-2942

October 23, 1991

TO: Supervisor Leon Williams
Board of Supervisors

Don Able, Chief of Staff
Board of Supervisors

FROM: Peter Cummings, Manager *PRC*
Employee Assistance Program
Department of Human Resources

PHASE TWO OF THE EAP REHABILITATION/TREATMENT PROGRAM (R/TP) AGREEMENT FOR JIMMIE L. SLACK

As Mr. Slack has granted the EAP written permission to communicate with you, the following information is to inform you of compliance expectations, both to treatment recommendations and to the satisfactory completion of certain requirements established by your office prior to Mr. Slack's return to work. Mr. Slack is also being informed of potential consequences for failing to comply with all the stipulations of this rehabilitation plan.

Generally, Mr. Slack's treatment team believes that he should continue to pursue a return-to-work on November 4, 1991. An additional two weeks is afforded Mr. Slack to make financial arrangements as described below, otherwise, the employee would have returned on October 21, 1991.

The following activities have been discussed with Mr. Slack as a part of the plan to address his personal problem and his initials will attest to that fact that he has considered these stipulations and agrees to cooperate:

[] Feedback to the workplace will now need to occur primarily through the Chief of Staff, Don Able. This stipulation is based on Supervisor Williams' limited time to devote personnel/workplace issues associated with this rehabilitation plan.

A return-to-work can not be considered unless permission is granted for the EAP to provide information to the

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Chief of Staff based on a conditional waiver signed by the employee, Mr. Slack.

[] Acquire the services of a debt counseling service capable of providing complete management of finances. This means, by November 4, 1991, the following actions will have been successfully completed:

- Mr. Slack will provide proof, sufficient to satisfy his supervisors and the EAP, that he has made arrangements to have a debt counseling service receive his paycheck and distribute funds to his debtors while giving him limited funds for his personal use.
- In addition, the employee will itemize all the debts that he owes and show this to all involved to ensure that it is comprehensive.
- This arrangement will continue until such time that there is a joint agreement between Supervisor Williams' office, the EAP and treatment staff that financial management can safely be resumed by the employee. Failure to complete a financial plan, which satisfies the employee's superiors will result in termination.

[] Urinalysis testing will continue twice weekly on a routine basis and once a week on a random basis at the discretion of the treatment facility and/or the EAP. Any positive urinalysis will result in a referral for long term residential treatment (approximately 1 year of treatment with an initial three (3) to four (4) months of not working).

- There will be no extended period of time afforded the employee to think about whether he wants to accept the long term treatment referral recommendation. The employee's job will be terminated if there is a failure to make a same day presentation to the long term facility upon the recommendation of the treatment facility.

[] Prior to completing this second phase of the rehabilitation plan (from sixty (60) to eighty (80) days of beginning residential treatment), an intensive

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evaluation will be required by a licensed clinical psychologist to ascertain the best treatment approach for the third phase of the rehabilitation plan.

- It is anticipated that following successful completion of the third phase of the rehabilitation plan, a lengthy period of aftercare will ensue, with accountability to the EAP for participation in self-help groups as well as routine urinalysis.

- [] Upon returning to work, the employee will be ~~confined to~~ ^{required to remain in} his office and the immediate work area (Office of Supervisor proper). Lunches and breaks will be taken in the work area. Under no condition can the employee leave the work area during this second phase of the rehabilitation plan, and most likely well into the third phase of the rehabilitation plan.
- [] Travel time to and from work will take no longer than thirty minutes.
- [] EAP monitoring will continue for a period of no less than one year from the date of the signature on the plan (to be re-evaluated at that time).
- [] Relapse is an issue specific to Mr. Slack's personal problem, which may require re-evaluation of this plan and a more intensive regimen. Non-compliance to any recommended actions will raise consideration for the imposition of discipline (termination) as originally suspended in lieu of rehabilitation.

Mr. Slack's agreement to sign CONSENT TO RELEASE EMPLOYEE RECORD forms has been done with full disclosure. Furthermore, Mr. Slack has been informed that he has the right to rescind this permission to disclose information any time that he so desires. * Mr. Slack understands that I will be reporting his progress, on an intermittent basis, over the duration of the plan as outlined above according to the terms of the signed waivers.

Compliance to the recommended rehabilitation plan should be viewed by Mr. Slack as the only means of maintaining job security. In addition to compliance to the treatment recommendations, job performance must meet standards to be afforded continued employment.

* but that such Termination also terminates his employment

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Please feel free to contact me by calling 236-4051 should you have any questions or concerns, especially if you notice a change in job performance.

Sincerely,

Peter Cummings, MSW, BCD
LCS 11274-Licensed Clinical Social Worker

The employee's signature indicates a willingness to participate in the plan as described. The employee's signature also indicates an understanding for the plan and all the attendant conditions surrounding this rehabilitation treatment plan.

Employee Signature

Date

EAP/Witness

Date

Supervisor Monitoring Work Performance

Date