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.

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