

REAP

Richmond Employee
Assistance Program
3212 Skipwith Road, Suite 104
Richmond, VA 23294
(804) 270-1550 • FAX 273-0851
(800) 223-2515



CITY OF RICHMOND

Department of Human Resources
900 E. Broad Street, Room 902
Richmond, VA 23219
(804) 646-5660 • FAX 646-6856

FORMAL REFERRAL FORM

DATE: _____

TO: RICHMOND EMPLOYEE ASSISTANCE PROGRAM

FROM: _____
(Referring Supervisor) (Department) (Phone No.)

RE: _____
(Employee Name and Social Security Number)

(Department/Division or Bureau)

The employee listed above is being formally referred to REAP for assistance with:

___ Attendance

___ Work Performance

___ Personal Behavior

___ Violation of Substance Abuse Policy

___ (Other) _____

Special Supervisory Note: Please call REAP at 270-1550 to alert them that you are formally referring your employee.

Distribution: White Copy-REAP; Green Copy-Respective Appointing Authority;
Canary Copy-HR; Pink Copy-Supervisor; Goldenrod Copy- Employee
(Form A)