

Return to Work Agreement (Draft)

Sample (Similar to the Agreement for Pilots)

Employee, _____, (“Employee”) and Employer _____ (“Employer”) agree to the following terms and conditions of this Agreement for the purpose of Employee returning to work after chemical dependency treatment and the further purpose of encouraging Employee’s ongoing successful recovery and support.

1) Follow Primary Treatment Recommendations, Discharge Plan and Recovery Plans

Employee agrees to follow all primary treatment recommendations included in the discharge plan. This will include specific continuing care group, therapist recommended activities or other recovery related activities (i.e. AA, sponsorship, participation and attendance). In addition, Employee agrees to follow other or additional recovery plans as may be developed pursuant to this agreement.

2) Designation of Professional by Employer

The Employer will designate a licensed professional with expertise in chemical dependency to implement certain provisions of this agreement, to receive requested information from or about Employee, and to advise the Employer on treatment, recovery and other matters related to chemical dependency. For the purpose of this agreement such professional shall be called “Licensed Professional”.

3) Modification of Employee Workload and Responsibilities

The Licensed Professional (LP) shall meet with Employee for the purpose of discussing modifications in job responsibilities and hours of employment so as to support Employee’s recovery after treatment. The LP will make recommendations for such modifications to the Employer, who agrees to act in good faith regarding the requested modifications. Employee, Employer and the LP will meet to discuss such job modifications and other recovery issues that may be employment related.

4) Sign Full Releases of Information

Employee agrees to sign full releases of information for all treatment providers (such as medical, addiction, dental, mental health) and recovery related activities (such as sponsor) to the Licensed Professional.

5) Approval of Service Providers

Employee agrees that all providers of mental health and chemical dependency services must be approved in advance by the Licensed Professional

6) Random Alcohol and Drug Screens or Testing

Employee agrees to participate in random observed alcohol and drug screens for one year, with the testing service and procedures to be determined by Licensed Professional. Failure by Employee to comply with test requests or procedures will be deemed a violation of this agreement and paragraph (7) seven.

7) Abstinence from Mood Altering Chemicals and Behaviors

A) Mood Altering Chemicals. Abstinence from all mood-altering chemicals (alcohol and drugs) includes prescription medications unless prescribed by a physician and approved in advance (except in case of emergency medical needs) by the LP. Employee will immediately inform LP of any prescribed medications and sign full releases to the prescribing physician to release information to LP

B) Behavioral Concerns. Employee agrees to remain abstinent from all mood altering behaviors, including gambling of any sort, attending any sexually oriented entertainment, compulsive spending or other compulsive behaviors, including internet related activities.

8) Chemical Relapse or Behavioral Concerns

Employee agrees that in case of positive drug or alcohol screen or test or expressed behavioral concerns are noted by Employee’s family or work Employee agrees to meet with Licensed Professional for resolution:

A) If a positive drug screen, employee will go on medical leave immediately and follow recommendations of LP. Subsequent return to work is contingent on the recommendation of the LP and the assurance from treatment providers that employee is able to return to work, including any recommendations or conditions regarding employment and post-treatment activities.

B) If the employee is engaging in one or more prohibited behavioral activities, the employee will meet with Licensed Professional to develop a plan to address such behavior. In the event of a dispute over the plan, the employer may request the employee to enter into an assessment process, including in-patient assessment, as designated by the LP.

9) Meetings with Licensed Professional

Employee agrees to meet at least monthly with Licensed Professional for the purpose of identifying issues or concerns regarding recovery and to identify areas of progress.

10) Meetings with Employer

Employer, Employee and LP will meet at least once a month to discuss progress and any employment related concerns. Additional meetings may be held at the request of the LP.

11) Progress Reports and Information to Employer by LP

Employee agrees that the Licensed Professional may give progress updates to his Employer, as LP deems necessary. The information provided to the employer will include the following:

A) General reports on Employee's progress in recovery including compliance with plans specified in this agreement and any alterations to such plans.

B) The outcomes of screens and testing, as specified in paragraphs 6,7 and 8.

C) Identified behavioral concerns that remain unresolved by the Employee (paragraph 8)

D) Other matters that may jeopardize the financial well-being of the Employer or safety and health of employees or the general public.

Agreed:

_____ Date: _____
Employee Signature

Print Name

_____ Date: _____
Employer

Print Name

For the purposes of this agreement, the Employer designated LP is _____,
subject to the right of employer to designate a new LP. LP e-mail: _____.
LP Cell number: _____.