

## **PROGRAM FOR EMPLOYEE INFORMATION AND REFERRAL**

### **FACILITATOR AGREEMENT**

A PEIR Facilitator's primary role, within Qwest, is to provide assistance, education and awareness to employees regarding drug and alcohol abuse. In addition, they may also provide assistance in helping the employee with mental health and other related issues. The assistance offered by PEIR Facilitators is consistent with the training developed by the Committee on Substance Abuse and may include the following activities:

- Forming a "bridge" between employees and health professionals and/or their designee, that facilitates appropriate evaluation and treatment.
- Encouraging adherence to a treatment plan developed by an appropriate professional.
- Assisting employees involved in treatment with matters pertaining to daily life activities.
- Participating in return to work conferences, if requested to do so by the employee.
- Participating in education/awareness activities as directed by the Committee on Substance Abuse.

### **GUIDELINES**

PEIR Facilitators are required to exercise sound judgment and lead by example, as they fulfill these responsibilities. The following guidelines are intended to assist each Facilitator in establishing appropriate boundaries for their activities.

- PEIR activities are initiated only at the request of the employee.
- PEIR Facilitators strictly follow the guidelines for confidentiality and all other functions, as outlined in the training program
- PEIR Facilitators do not represent themselves as counselors or attempt to function as such.
- PEIR activities are carefully differentiated and separate from any and all grievance and/or disciplinary activities.
- PEIR Facilitator activities are in addition to the performance of their normal job duties as a Qwest employee.
- PEIR Facilitators on occasion, may be called away from their normal job duties to respond to a PEIR call. They are required to notify management prior to leaving, and provide timely status of their return to the workplace.
- You must stay in contact with your local PEIR network. You can connect with an experienced PEIR or a group of PEIR's in your area. If there are no PEIR's in your area, please contact Scott Horn, PEIR Coordinator, at 208 375-3087, for support. This must be done once a month.

## PEIR Facilitator Agreement

**NAME** \_\_\_\_\_

The following processes are in place to help support each PEIR Facilitator's activities:

- PEIR Facilitators are required to and will submit reports to the PEIR Program Coordinator by the 15th of each month outlining their activities during the preceding calendar month.
- The Committee on Substance Abuse will routinely review PEIR activity reports on a quarterly basis.
- Any concerns regarding the performance of a PEIR Facilitator will be brought to the attention of the PEIR Program Coordinator and the Committee Co-Chairs for their review and disposition.
- If a PEIR Facilitator does not agree with the manner in which a complaint regarding his/her performance is resolved, he/she may appeal the decision to the Committee on Substance Abuse. The Committee's decision will be considered final.
- Review your PEIR Facilitator agreement annually with your manager and/or union leadership. Additionally, you must review your PEIR Facilitator agreement with any change in your manager and/or union leadership.

I have reviewed the PEIR Facilitator agreement. I understand what is expected of me. I understand this is a volunteer program. I have successfully completed the training offered by the Committee on Substance Abuse. I agree to abide by the guidelines stated above as I function in the role of a PEIR Facilitator. I understand that failure to function within these guidelines and my training as PEIR Facilitator could result in removal from the PEIR Program.

\_\_\_\_\_  
PEIR Facilitator

\_\_\_\_\_  
Date

\_\_\_\_\_  
PEIR Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Teri Hanson – Qwest Co-Chair  
Committee on Substance Abuse

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Joe Petersen - CWA Co Chair District 7  
Committee on Substance Abuse

Date \_\_\_\_\_

Date \_\_\_\_\_

