

REVISED TEMPLATE TO BE USED WHEN MAKING HR/MANAGEMENT REFERRALS TO THE CIVIL SERVICE EMPLOYEE ASSISTANCE SERVICE (CSEAS) – JULY 2020

Given the current challenges arising from Covid-19 remote working, on the basis of legal advice, the CSEAS has modified the HR/manager referral process. These measures will be reviewed on an ongoing basis.

The CSEAS is committed to data protection legislation and GDPR compliance. As such, the CSEAS will accept HR/Management Referrals in the following situations only:

1. Where there is a risk to life e.g. suicidal intent
2. Where the referral has been recommended by the Office of the Chief Medical Officer (CMO)
3. Where HR or a manager has concerns for a staff member's mental health and wellbeing and has received verbal consent from the staff member for the CSEAS to make contact

Please read guidance note attached

Referral Type:

1. Where there is a risk to life e.g. suicidal intent
2. Where the referral has been recommended by the Office of the Chief Medical Officer (CMO)
3. Where HR or a manager has concerns for a staff member's mental health and wellbeing and has received verbal consent from the staff member for the CSEAS to contact them

Information on the staff member being referred:

Name	_____
Department	_____
Contact Phone Number	_____

Have you discussed this HR/management referral with the staff member?

Yes No

Have you received explicit verbal/email consent from the staff member for the CSEAS to contact them?

Yes No

Details of person making the referral:

Name	_____
Department	_____
Line Manager	<input type="checkbox"/> HR <input type="checkbox"/>
Phone Number	_____

Contact details for Employee Assistance Officers and the range of services provided by the CSEAS are available at www.cseas.per.gov.ie