

# Proposal for Return-to-Work Agreement

Dear [HR Representative/Supervisor's Name],

I want to sincerely apologize for the recent incidents that occurred resulting in my administrative leave. Recognizing the seriousness of the situation, I made the decision to check myself into rehab to address my problem. I initially chose to seek treatment in December, as it is typically the slowest month of the year, and many employees take time off for the holidays, so my leave of absence would not have made as much of an impact during that time.

During my initial 30-day stay in rehab, I made significant improvements and felt much better. Although Kaiser approved me for an additional 30 days, I decided to return to work instead, as January is one of the busiest times of the year, and I did not want to let my team down or lose the sense of camaraderie I had built with my team.

However, I now recognize that 30 days was not enough for my recovery. Shortly after leaving rehab, I relapsed and made the mistake of being intoxicated at the work place. I take full responsibility for my actions and fully understand the severity of my decisions. I am committed to making things right and agreeing to any stipulations or regulations required for the consideration of my return to work.

By the time I complete my current rehab program, I will have received 60-90 days of treatment. My treatment has allowed me to make significant improvements —mentally, physically, and emotionally—and I am fully committed to maintaining my sobriety and improving my performance at work.

## Commitments for Returning to Work

To demonstrate my dedication to recovery and professional conduct, I am willing to agree to the minimum following conditions upon approval of my return to work:

### 1. BACtrack (Alcohol Monitoring Device)

BACtrack View is a remote alcohol monitoring system that allows users to test their blood alcohol content (BAC) from anywhere, with results automatically sent to designated individuals(monitors). It's commonly used for legal, personal accountability, and workplace monitoring purposes.

One of the main goals is to eliminate any more alcohol related incidents during working hours. A great way to do this by using BACtrack View.

More info: <https://monitoring.bactrack.com/>



#### Key features:

- **Scheduled, random, or on demand testing** – Users can set up scheduled/random tests or take tests when prompted.
- **Video Verification** – The system uses video verification to ensure the correct person is taking the test.
- **Assign Monitors / Automated Alerts** – Notifies designated parties if BAC levels are above a set threshold or if a test is missed via text or email.

## 2. Counseling & Outpatient Therapy

I will attend a minimum of the following therapy sessions per week and provide documentation of attendance upon request:

- **First 90 days** - two (2) AA meetings **AND** one (1) individual counseling/outpatient treatment session per week.
- **Days 91–180** - one (1) AA meeting **AND** one (1) individual counseling/outpatient treatment session per week.
- **Months 6–12** - one (1) AA meeting **OR** one (1) individual counseling/outpatient treatment session per week.

## 3. Compliance with Workplace Alcohol Policies

- I will adhere to all company policies regarding substance use, including always maintaining an alcohol and drug-free workplace.

## 4. Performance Improvement Plan

- I will actively work toward measurable job performance goals to ensure professionalism and accountability.

## 5. Regular HR or Supervisor Check-ins

- I will meet **weekly or bi-weekly** with HR or a designated supervisor to discuss progress and performance.

## 6. Commitment to Future Review & Agreement Adjustments

- I agree to participate in a mid-term review of this agreement to assess progress and determine if modifications are necessary.
- If I demonstrate consistent compliance and progress, stricter conditions may be gradually reduced over time.

I am eager to return to work and prove my commitment to both my recovery and my professional responsibilities. I take this agreement very seriously and will make every effort to exceed expectations in both my performance and conduct.

Thank you for your time and consideration.

**Sincerely,**  
**Billy Rodriguez**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_