

NEELY EAP

Letter for Leaders

HELPFUL RESOURCES FROM YOUR EAP



WELCOME

The leadership newsletter is designed to provide EAP support to supervisors and managers. Making an informal referral (friendly referral) or formal referral can be challenging without training. In addition, the content will educate and promote program features that help leaders focus on the well-being of their employees. EAP services are free and readily accessible to the entire company and their family members.



Toll-Free, 24/7 Helpline:
866-212-6096
800-735-2989 TDD
neelyeap.com

MARCH 2022

UPCOMING EVENTS

Quarterly Leadership Webinar Series

Courageous
Conversation About
Diversity

➤ May 5 @3PM

Opening Soon

Monthly Wellness Seminar

Please join us for our
live seminar "How To
Manage The Stress Of
Constant Change"

➤ Mar 10th @3PM

REGISTER

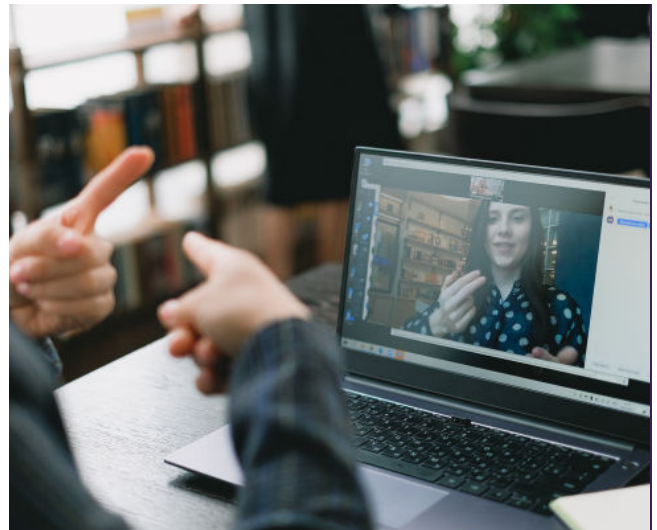
Employees, Who Have Disabilities: How Can You Support Them?

By: Jayde Walz

One in four adults in the United States has some sort of disability, with the highest percentage of people living with disabilities being in the South (CDC). This fact, coupled with one in three adults with disabilities having limited access to healthcare, can make daily life a challenge. Yet, these adults often still need to work to provide for themselves and their families, so it's essential to recognize how you, as a leader, can provide opportunities and an accommodating workplace environment for this population.

The first step to supporting those with a disability is to look at your hiring practices. The Arc, a community-based organization that advocates for persons with intellectual and developmental disabilities, explains the following:

- Make your job application accessible. There are various ways to accomplish this, so individuals that may need assistance seeing or reading an application can apply.
- Cut out limiting language from your job description. Statements that explain physical functions that are not necessarily needed for the job should be eliminated.
- Explain that your interview process is equitable and accessible to people of all abilities and communication styles.
- Be intentional about recruiting individuals with disabilities. Maintaining a diverse workplace creates a competitive advantage and positively impacts the bottom line in the long term.



Employees with disabilities often require accommodation once employed, whether small or slightly larger. Employees may not disclose they have a disability, but if you notice an employee struggling, reassure them that they will not be negatively affected if they ask for assistance. The following are some common accommodations for employees with disabilities:

- Attendant services
- Adaptive technology
- Converting printed material for employees that are blind
- Interpreters for deaf and hard of hearing employees
- A quiet workspace
- Flexible work arrangements
- Frequent breaks

The first step to supporting those with disabilities is equal access to job opportunities. Once they are employed, providing reassurance and support in the ways mentioned above is incredibly important for both the employee and your workplace. For more information on this topic, visit the Texas Health and Human Services [website](#).

References:

CDC: <https://www.cdc.gov/ncbddd/disabilityandhealth/infographic-disability-impacts-all.html#:~:text=61%20million%20adults%20in%20the,have%20some%20type%20of%20disability>.

Arc: <https://thearc.org/blog/the-workplace-in-2020-how-employers-can-support-jobseekers-with-disabilities/>

Accommodations: <https://www.ccsc-cssge.ca/hr-resource-centre/hr-toolkit/diversity-work/supporting-employees-disabilities>

EAP that's here for you

Here are some answers to common questions supervisors and managers have regarding employee issues and making EAP referrals. If you need more assistance, feel free to email us at admin@neelyeap.com.

Q. How do I provide feedback to an employee? I'm relatively new to my leadership role.

A. Providing feedback to employees comes with the territory of being in a leadership position. The art of providing positive and constructive feedback can be challenging. But it gets better the more you do it. Here are some tips on giving healthy feedback that motivates employees to improve.

Strike a professional tone

Watch your words

Make it a two-way conversation

Balance negative feedback with praise

Emphasize facts, not feelings

Be direct when giving feedback

Focus on the fix

We will break down each tip in future articles.

Q. I have a new employee who needs assistance locating a pet sitter. Their role requires travel, often throughout the week.

A. Your EAP benefit can provide a variety of useful tools for pet owners. For example, the Pet Sitter locator service gives you accurate, usable data to make a good decision for your pet. The process is simple – tell us your needs, browse your top matches, and hire the best pet sitter that fits your schedule and finances. Please give your employee the toll-free number, 866-212-6096.

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Information contained in this newsletter is for general information purposes only and is not intended to be specific guidance for any particular supervisor or human resource management concern. Some of it may not apply to your particular company policies and available programs. This information is proprietary and intended only for eligible EAP members. For specific guidance on handling individual employee problems, consult with specialists by calling the Helpline.



WHAT CAN MY EAP DO FOR ME?



About our logo

For decades, enslaved African Americans looked to the North Star for hope, inspiration, and freedom. Neely EAP (NEAP) provides the **hope** that your situation will improve, the **inspiration** to move you in the right direction, and the **freedom** to live your best life.

Being in a leadership role can be challenging. Having the correct tools and resources can make a difference. The Manager Assistance Program offers support to resolve personal or professional issues that can negatively impact the workplace. We also offer a:

- 24/7 Hotline, Access to Confidential Services
- Short-Term Counseling Couch Time Check-In (preventive annual counseling session)
- Legal and Financial Assistance
- Work life referrals for adult care, childcare, pet care and more
- Wellness Trainings & Online Employee Training Vault
- Critical Incident Stress Debriefing

