

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

JUNE 2022

UPCOMING EVENTS

Quarterly Leadership Webinar Series

Inclusive Leadership

➤ September 8th @3PM

[Registration Opening Soon](#)

Monthly Wellness Seminar

Please join us for our live seminar "Bridging the Generation Gap: Navigating Five (5) Generations in the Workplace"

➤ June 9th @3PM

[Click here to REGISTER](#)

Autism Awareness: Workplace Accommodations

By: Jayde Walz

Autism Spectrum Disorder (ASD), or Autism, according to the National Institute of Mental Health, “is a neurological and developmental disorder that affects how people interact with others, communicate, learn, and behave.” Autism is commonly characterized by social difficulties, restricted interests, repetitive behaviors, and difficulties in executive functioning, among many other symptoms. The research surrounding Autism is constantly evolving as we learn more about different presentations of Autism.

For World Autism Awareness Day last year, the United Nations held an event on inclusion in the workplace: Challenges and Opportunities in a Post-Pandemic World. The pandemic exacerbated many inequalities, including income inequities, access to health care, inclusion in politics, and protections under the law. Persons with disabilities, including those who are autistic, were disproportionately impacted. It has long been recognized that discriminatory hiring practices and workplace environments present difficulties to persons with disabilities and directly contribute to severe underemployment or unemployment for a large portion of adults with autism (United Nations, 2021). For more information from the UN on this topic, visit the link below to watch the program.

So how can workplaces support an accessible work environment? People with disabilities fear disclosing their disabilities out of fear of discrimination. For autistic persons, there is a fear of being misunderstood or stigmatized. The first step towards an accessible work environment for everyone is to speak with your employees about their rights to accommodations through the Americans with Disabilities Act (ADA) and how you will support them by ensuring access to accommodations and learning about the challenges they face. For autistic persons, some common accommodations include (hireautism.org):

- Noise-canceling headphones
- Short breaks throughout the day
- Dim lighting
- Seating away from foot traffic to limit background noise
- Extra time during meetings to process information
- A conversation about the best ways to communicate

Creating an open dialogue with your employees about how you can best help them succeed is important, particularly those with disabilities. This allows them to succeed with their work, empowers them as successful leaders, and creates a less stressful work environment. Any person with a disability can be a powerful asset to your team. The unique perspective they provide is invaluable. So take charge of empowering your employees today.



Key Takeaways:

1. Persons with disabilities, including autism, are underrepresented in the workforce due to discriminatory hiring practices and inaccessible work environments.
2. Many simple accommodations can immensely improve the work lives of autistic persons.
3. Many persons with disabilities, including those with autism, fear communicating with employers about their needs. Create an environment of open and supportive dialogue with your employees.

References:

United Nations: <https://www.un.org/en/observances/autism-day/2021>

National Institute of Mental Health: <https://www.nimh.nih.gov/health/topics/autism-spectrum-disorders-asd#:~:text=Autism%20Spectrum%20Disorder-Overview.first%20two%20years%20of%20life>

ADA: <https://www.dol.gov/agencies/odep/program-areas/employers/accommodations>

Hireautism.org: <https://hireautism.org/resource-center/the-autism-friendly-workplace>

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: During the COVID pandemic, my empathy meter has been high. Is there a science to this process?

Yes, it is natural to feel this way, especially during stressful times such as the COVID pandemic, but there is a science behind it. Empathy is the ability to understand and share the feelings of others while still separating your experience from theirs. Empathetic people have great emotional intelligence and can understand what others think and feel. The balance of this meter is important to maintain your health. Here are a few tips for monitoring your empathy output if you find yourself too empathetic to the point that it affects your psychological and physical well-being.

- Put yourself first and make sure to take care of your needs.
- Set boundaries with others.
- Learn to process your own emotions.
- Try focusing on the big picture, not the minute details.
- Think logically about the situation.
- Move your thoughts away from the feelings and opinions of others.

When you are in situations where you need to become more empathetic and understand other people's feelings, try the following tip below.

- You can increase empathy by paying attention to the details of the situation.
- Learn more about the background of the other person.
- Put yourself in your employee's shoes to understand how they may be feeling.

Q: I have an employee who puts in many hours, working every day. While their productivity is high, I am worried about the employee burning out and leaving the company. Can the EAP help this situation?

A: Burnout often happens when employees become overloaded with responsibilities. It is important to know what burnout is, what it looks like, and how to prevent it from happening to your employees. Burnout is mental and physical exhaustion that takes away the joy from career, friendships, and family interactions. Signs of burnout include fatigue, isolation, escape fantasies, irritability, and frequent illness. Supervisors should refer employees to EAP if they see signs of burnout in an employee.

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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

