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Can an EAP advise our management group on the possible psychological effects of a pending disciplinary action on an employee who is not a client of the EAP?

An EAP might discuss a manager's concern about a pending disciplinary action to: 1) help gain clarity; 2) offer support in managing stress associated with the decision, and/or 3) address personal fears. However, the EAP would not provide a general psychological judgment regarding risk of a disciplinary action. To do so interferes with management processes and violates an ethical boundary of non-interference by EAPs. Instead we recommend a consult with HR, a third-party consultant, or other management advisors.

I saw an online article that said bad bosses can make employees sick. What are they referring to that can negatively affect employees?

There are numerous studies completed on this topic. One study identified that 50% of employees have quit a job because of a "bad" boss. Another study reported that 75% consider their boss a major source of stress, but most have no plans to quit. The health issue is stress. Here's a list (in order of severity) of common complaints from a Harris Poll: 1) not recognizing employee achievements; 2) not giving clear directions; 3) not having time to meet with employees; 4) refusing to talk with subordinates; 5) taking credit for others' ideas; 6) not offering constructive criticism; 7) not knowing an employee's name; 8) refusing to talk with people on the phone or in person; and 9) not asking about employees' lives outside of work. Nearly all of these fall in the realm of communication. Source: Interactive/Harris poll of 1,000 workers.

Can you give me a basic formula or a "do it by the numbers" way to write a corrective memo, one that explains step-by-step what to include?

This is one example of a structured memo with essential elements. Your HR department may have additional suggestions for you. Letter to employee: 1) On (date), \_\_\_\_\_ incident occurred. 2) Specifically, \_\_\_\_\_ (what was seen, heard, said, happened, etc.). 3) Mention negative effects / outcome of incident on immediate work unit or operation. 4) State why situation is unacceptable. 5) State larger impact and effect on organization. 6) State that you are anticipating this won't happen again. 7) Offer suggestions for correction (what you want to see happen instead). 8) Invite employee to meet and discuss issues, concerns, or precipitating events to prevent any future incident. 9) Provide a strong recommendation to visit the EAP confidentially to discuss any problem that may be associated with the issue. 10) Provide EAP phone number. 11) Thank employee for attention to the matter. 12) Copy next-level supervisor and maybe 13) copy EAP.