

The Frontline Supervisor

Helping you Manage Your Most Valuable Resource - Employees

Your Employee Assistance Program 1-800-308-4934

24/7 Confidential Help

■ **I have never tried to hide the fact that I am a perfectionist. I obsess over trying to do things right. Yes, I know there is no such thing as perfection. However, if I see a mistake right in front of me, I can't just walk away from it. How does this affect employees?**

One of the hidden hazards of perfectionism is the tucking away of and attempts to avoid many things that make you feel less than perfect. As a result, you may rob yourself of having fun and feeling happier. This could include avoidance of sharing your true feelings with others, avoidance of feeling vulnerable, avoidance of behaving in an authentic way in social settings, not trying new things, being overly concerned about what you imagine as others' critical view of you, and allowing these things to affect how well you get to know your employees. Perfectionism is not incurable. Talk to the EAP about your work style. Your perfectionism has likely brought about many successes in your career. You won't lose these skills and abilities by giving up perfectionism. Instead, they will become less important in defining who you are.

■ **One of my employees is going through a divorce and is often sick on Fridays and Mondays. I think the employee is drinking. The employee leaves messages about doctor's orders and excuses. How should I address this absenteeism?**

You should follow your organization's work rules and policies to address the employee's absenteeism. During the course of your constructive confrontation or letter writing, be sure to make a supervisor referral to the EAP. The EAP will sort out the issues and whether any post-trauma response, alcohol use or other problems are associated with the absenteeism. Be careful not to discuss this matter with co-workers or managers at your level who do not have a need to know. No matter what the situation appears to look like on the surface, another problem or issue could explain it. The reason for your employee's absences could be completely unrelated to any of the issues you have described. The need for answers, however, can prompt you to say or do things that are unhelpful or violate the employee's privacy. Stay focused on attendance and accountability.

■ **What is the most important signal a supervisor will get that a new employee is likely to be a valuable performer in the future of the organization?**

Although intelligence, skills and abilities all play key roles in an employee's success, the one most outstanding ability that reinforces all others is effective workplace communication. Effective workplace communication is an ongoing problem in most work organizations. There is no end to managing and improving upon communication systems. Human relations in business and productivity at every level depend on effective communication. Consider the information, ideas, thoughts, opinions

and plans organizations must transmit daily to drive productivity. And consider the importance or role of communication in conflicts, morale, creativity, feedback and motivation. Without communication, nothing moves. Since many employees struggle with communication roadblocks that range from avoiding communication to denial of the need for it, an employee who can intuitively judge how much information you need, and when and how often you need it, is a real find.

■ **If I send an employee to the EAP, and the employee does well, will I see an immediate return to the proper level of performance? Will the EAP tie my hands by implying or directly stating that I need to be patient with substandard performance?**

As a manager, you must decide what constitutes satisfactory performance and whether you can accommodate below standard performance, if it is demonstrated or requested by your employee. The EAP will not direct that you accept below standard performance following the referral of your employee. Any such request would come from the employee directly. With a release, the EAP may convey what health care or treatment professionals have requested as accommodations to assist your employee in treatment or recovery. If necessary, you should consult with HR or your management advisor and determine the acceptability of performance modifications sought by your employee. If you put the needs of your work unit second to your employee's requests for job modifications, and the work unit or organization suffers as a result, it could sour your view of the role of the EAP. This is one reason the EAP remains neutral in your decision regarding accommodations.

■ **My employee wants to bring an 8-year-old child to work because the unemployed roommate is "not trusted" to be alone with the child. I am concerned that some abuse issue exists. I can't let her bring a child to work. Should I ask what's going on?**

Periodically, supervisors learn of employee issues because the overlap between work and home becomes unavoidable. This is a good example. The concern about child safety makes it important to inquire about it. In most instances when employee problems are disclosed, a simple recommendation to use the EAP is more appropriate. The situation changes with child safety as a concern. This may be the only opportunity for discovery and there is no guarantee your employee will go to the EAP. Another opportunity to intervene may not arise. Also, don't keep this information to yourself. Phone the EAP to discuss it, and make your manager or human resources advisor aware of the situation. Frequently, the best way to handle unusual workplace situations of this nature is to discuss them with those in responsible positions so a proper decision is made. Keep notes about what was said and what you did.

Did you know that as a supervisor you can call into the EAP line to ask questions, get advice and more? Call the toll free number and ask to speak with someone on the Workplace Support Team.

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