

## EAP SERVICE REMINDERS

Q. How can I help employees consider use of our EAP services without continually reminding them of the program availability?

A. You may refer to EAP as a voluntary work resource along with other resources you generally discuss in routine meetings. For example, in a quarterly staff meeting you may have a section you call “Effective Use of Resources” where you discuss the availability of all resources for an employee to use to achieve a high level of performance in their job. You might use examples of what each resource including EAP offers to raise awareness of the availability of options withing each resource. Encourage employees to take advantage of services that will enhance their success as part of routine at meetings.



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## STRESS AND HEALTH

Q. I am under a high level of stress both at home and at work at times. I am worried about the health effects of this stress on my body and mind. I would like to “power through” however, I am sure there is a better option. How can I manage this stress to achieve a work-life balance, gain perspective and be healthy?

A. There are mitigation strategies that can be helpful to you to manage your stress. Here are some examples you may consider.

1. Time management can help. Be aware to dedicate time to each duty you have on your plate and include some personal “break” time to decompress from stressful situations.
2. Mindfulness practices such as deep breathing while closing your eyes helps to regain being in the moment.
3. You might get away from your work with intermittent short walks, stretching exercises, or simply stopping to drink some water to rehydrate.
4. Make an appointment with your healthcare provider if you suspect the stress is affecting your health.

5. Contact EAP for help creating a mitigation plan to cope with stress. Such a plan will likely include self-care strategies to prevent burnout.

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## DOMESTIC VIOLENCE AND THE WORKPLACE

Q. There is media attention given to domestic violence, at times highlighting risks to the workplace. I don't understand this connection. These problems occur behind closed doors at home, so how does this issue pose a risk in the workplace?

A. Domestic violence poses a risk for the workplace due to its "spillover effect." This effect is things like the victim's state of mind, inability to concentrate at work, and fear that the violence will follow them outside of the home. The victim may have unreliable attendance with illness related issues. The employee may have decreased work performance due to worry and anxiety of a perpetrator seeking them out at work or what will happen when they return home. If a victim quits the job to escape an abuser, this leads to recruitment and training costs for the organization.

Supervisors can be aware if someone is experiencing domestic violence by observing and understanding the signs. Departments should have a Model Policy to help should it be needed.

A Model Policy outlines how an employer can provide the following.

1. Provide immediate assistance to employees who are being subjected to domestic violence.
2. Help ensure that the workplace is a safe environment for all employees.
3. Create and implement a training program that increases awareness of domestic violence at the workplace and establishes responsive procedures and practices.
4. Create a supportive environment where employees are comfortable seeking help from appropriate resources if they are victims of domestic violence.

For more information check out this resource: [Domestic Violence and the Workplace](#)