

City of Milwaukee Employee Assistance Program (EAP)

Quarterly Newsletter: September 2014



Job Burnout

Burnout is a state of *emotional, mental,* and *physical exhaustion* caused by excessive and prolonged stress. Some stress is helpful. It gets us going and helps us get things done. Too much stress and all the time can leave us feeling overwhelmed and unable to meet demands. As stress continues, we begin to lose interest or motivation and like a vicious cycle, we fall further behind.

You may have Job Burnout if?

- Every day is a bad day. Cynicism
- Caring about your work or home life seems like a total waste of energy.
- You're exhausted all the time.
- The majority of your day is spent on tasks you find either mind-numbingly dull or overwhelming.
- You feel like nothing you do makes a difference or is appreciated. Doubt.

Prevent Burnout

1. **Starting the day with a relaxing ritual.** Rather than jumping out of bed as soon as you wake up, spend at least fifteen minutes meditating, writing, doing gentle stretches, or read-

ing something that inspires you.

2. **Adopt healthy eating, exercising, and sleeping habits.** When you eat right, engage in regular physical activity, and get plenty of rest, you have the energy and *resilience* to weather the storm.
3. **Take a daily break.** Set a time each day to completely disconnect. Put away your laptop, turn off your phone, and stop checking email.
4. **Change gears.** Creativity is a powerful antidote to burnout. Try something new, start a fun project, get back to a favorite hobby. Choose activities that have nothing to do with work.
5. **Learn how to manage stress.** It may feel helpless at times but the trick to managing stress is to focus on what you can control and then take action. Talk to a mental health professional, the *Employee Assistance Program* and/or your family doctor about available resources.

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Co-Parenting for Divorced/Separated Parents

Healthy co-parenting after a separation or divorce isn't easy but offers children involved to feel secure, preserves their self-esteem, and provides a positive model for how to solve difficult problems. The trick for parents is to remain calm, stay consistent, and avoid or resolve conflict with your ex. Consider the following tips:

- **Get your feelings out somewhere else.** Never vent to your child. Friends, therapists, or even a loving pet can all make good listeners when you need to get negative feelings off your chest.
- **Stay kid-focused.** If you feel angry or resentful, try to remember why you need to act with purpose and grace; your child's best interests are at stake. **Never use kids as messengers.** When you have your child tell the other parent something for you, it puts him or her in the center of your conflict. The goal is to keep your child out of your relationship issues, so call or email your ex yourself.
- **Set a business-like tone.** Your relationship with your ex as a business partnership where your "business" is your children's well-being. Speak or write to your ex as you would a colleague—with cordiality, respect, and neutrality. Relax and go about it slowly.
- **Make requests instead of making demands.** Try stating as much as you can as requests. Requests can begin with, "Would you be willing to..." or "Can we try...?"
- **Listen.** Communicating with maturity starts with listening. Even if you end up disagreeing with the other parent, you should at least be able to convey to your ex that you've understood

his or her point of view. Listening does not mean approval, so you won't lose anything by allowing your ex to voice his or her opinions.

- **Show restraint/Don't sweat the small stuff.** Keep in mind that communicating with one another is going to be necessary for the length of your children's entire childhood—if not longer. You can train yourself to not overreact to your ex, and over time, you can become numb to the buttons he or she tries to push.
- **Commit to meeting/talking consistently.** Frequent communication with your ex will convey the message to your children that you and their other parent are a united front. This may be extremely difficult in the early stages of your divorce or separation.
- **Keep conversations kid-focused.** Conversation shouldn't be about your needs or his/her needs.
- **Drop off vs. pick up on "switch day."** So that you don't risk interrupting your child's time with your ex, drop off your child at the other parent's house instead.
- **Agree on boundaries and behavioral guidelines** for raising your children so that there is consistency in their lives, regardless of which parent they're with. Research shows that children in homes with a unified parenting approach have greater well-being.
- **Don't accuse. Discuss.** If something about your Ex's co-parenting is troubling you, communicate it without finger pointing. Avoid using "you", "always", "never", and "should" because they sound accusatory and defensive.

What I Need From my Mom and Dad

- I need both of you to stay involved in my life. Please write letters, make phone calls, and ask me lots of questions. When you don't stay involved, I feel like I'm not important and that you don't really love me.
- Please stop fighting and work hard to get along with each other. Try to agree on matters related to me. When you fight about me, I think that I did something wrong and I feel guilty.
- I want to love you both and enjoy the time that I spend with each of you. Please support me and the time that I spend with each of you. If you act jealous or upset, I feel like I need to take sides and love one parent more than the other.
- Please communicate directly with my other parent so that I don't have to send messages back and forth.
- When talking about my other parent, please say only nice things, or don't say anything at all. When you say mean, unkind things about my other parent, I feel like you are expecting me to take your side.
- Please remember that I want both of you to be a part of my life. I count on my mom and dad to raise me, to teach me what is important, and to help me when I have problems.

Source: University of Missouri



What Happens After an OWI Conviction?

Knowing what to expect after an *Operating While Intoxicated* (OWI) conviction will help you take the necessary steps toward complying with Court mandates. A driver convicted of OWI may be required to complete an *alcohol or drug assessment*.

An *alcohol or drug assessment* is an interview between a driver and an alcohol and other drug abuse (AODA) assessor. The assessor identifies the driver's alcohol/drug use and develops a driver safety plan for the driver.

When is an assessment required?

Anyone convicted of an OWI is required to contact the approved assessment facility for their county of residence within 72 hours of conviction. Anyone with multiple OWI arrests/convictions over a specified period of time is ordered by WisDOT to have an assessment within 45 days. Second and subsequent OWI convictions require completion of an assessment before eligibility for an occupational license.

What are driver safety plans?

Driver safety plans for alcohol/drug related driving convictions are educa-

tion and/or rehabilitation programs based on findings. For example, when an assessor identifies drivers as:

- ⇒ **Irresponsible Users**, they are generally sent to a Group Dynamics-Traffic Safety program.
- ⇒ **Irresponsible Users-Borderline**, they are generally a combination of education and short-term, outpatient counseling.
- ⇒ **Suspected Chemical Dependent**, they are generally sent to outpatient treatment programs.
- ⇒ **Chemically Dependent**, they are generally sent to inpatient or intensive outpatient treatment programs
- ⇒ **Dependency in Remission**, any combination of treatment or education.

What happens after a driver completes an assessment?

The assessor submits a report to the DMV. The Driver Information Section in the Bureau of Driver Services screens the report to see whether:

- the assessment and driver safety plan

are appropriate

- the assessor recommends the individual for a license
- the assessment mentions all OWI related offenses

The person may be eligible for a license depending on previous incidents and has one year to complete the plan.

What happens to non-compliant drivers?

All licenses are withdrawn, including occupational licenses, if a person receives another arrest for OWI while in a plan or does not:

- appear for an assessment
- comply with a driver safety plan
- pay the fee for the assessment or the driver safety plan

For more information contact:

Bureau of Driver Services Driver Information Section Alcohol/Drug Review Unit at (608) 261-8202

Drinking and Driving in Wisconsin

Wisconsin has the highest rate of drunken driving in the nation. More than 26 percent of Wisconsin adults who were surveyed admitted that they had driven under the influence of alcohol in the previous year, according to a nationwide study by the *U.S. Dept. of Health and Human Services* released in April 2009.

There were more than 33,000 convictions for drunken driving offenses in Wisconsin in 2012.

Drunken driving is deadly, expensive, embarrassing, and...**PREVENTABLE**.

Now you can download the **DRIVE SOBER** App (pictured to the right) available for Android and Apple products. The app includes Find A Ride, Blood Alcohol Estimator and Designated Driver Selector features to help you get home safe and achieve zero preventable deaths on Wisconsin roadways!





Shift Work and Sleep

Shift work can present a challenge to getting good sleep. Sleep problems with shift workers happens when your work schedule and your biological clock are out of sync. Some folks adjust better than others and find it easier to acclimate and adjust their biological clock. For others sleep deprivation may lead to sleepiness on the job, mental lethargy, poor productivity, and an increase risk of job related accidents/injury.

Consider these tips:

- Stay active during breaks. Use scheduled breaks to keep active (i.e. take

a walk or stretch).

- Working with others helps you stay alert.
- Naturally regulate your sleep-wake cycle by increasing light exposure at work (use bright lights) and limiting light exposure when it's time to sleep like TV and computer screens.
- Use blackout shades or heavy curtains to block out daylight in your bedroom.
- Night shift workers are more likely to feel drowsiest between 4-5am. Try not to schedule "boring" tasks around that time.

EAP Mission Statement

It is the mission of the Employee Assistance Program (EAP) to assist employees who develop behavioral/emotional problems that may directly affect their work performance, and to provide Key personnel with policy and procedural guidelines for the management of these problems.

City of Milwaukee Events and Reminders

- **Stressed or have wellness questions?** Visit the *Wellness Center* every Monday 10:00a.m. and 2:00p.m. in the ZMB inside the Market/Kilbourn entrance. Call **414-777-3510** for information or to schedule an appointment.
- **Wellness...Your Choice Milwaukee**
 - * August 4, 2014 - *Program Begins*
 - * September 30, 2014 - *Deadline for early completion.*
 - * October 31, 2014 - *Lab work must be completed, Health Assessment and Tobacco Education Sessions must be scheduled.*
- **Health4Me™** is a UHC mobile app that provides instant access to your family's critical health information — anytime/anywhere. Whether you want to find a physician near you, check the status of a claim or speak directly with a healthcare professional. Health4Me is your go-to resource.
- **Read or subscribe to RSS** feed found on the EAP webpage. Click  icon at the top right of the EAP Webpage to subscribe.

How is Your Sleep?

Sleep can often be a measuring stick for your overall health. In many cases, people in good health tend to sleep well, whereas those suffering from repeated sleeping problems might have an underlying medical or mental health problem, which may be minor or very serious.

It's not normal to feel sleepy during the day, to have problems getting to sleep at night, or to wake up feeling exhausted. This is true even if you've struggled with sleep problems for so long that it seems "normal" for you.

Start by tracking your sleep patterns and then make healthy changes to your daytime habits and bedtime routine. If this doesn't help, it may be time to talk to your doctor or a sleep specialist.

Ignoring sleep problems can lead to poor health, accidents, impaired job performance, and relationship stress. If you want to feel your best, stay healthy, and perform up to your potential, sleep is a necessity, not a luxury.

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Scan Me!