

KENTUCKY EMPLOYEE ASSISTANCE PROGRAM SUPERVISORY REFERRAL

Supervisor _____ Employee _____ Agency _____

How to use this form: identify performance deficits; set performance expectations; complete & return this form to KEAP; review with employee; offer KEAP to employee.

Job performance/behavior deficits:

Job perf./behavior expectations:

<u>WORK PERFORMANCE PROBLEM</u>	<u>SEVERITY OF PROBLEM</u>				
	<u>MINOR</u>	<u>SEVERE</u>			
ABSENTEEISM	<input type="checkbox"/>	1	2	3	4 5
LEAVING WORK EARLY	<input type="checkbox"/>	1	2	3	4 5
PUNCTUALITY	<input type="checkbox"/>	1	2	3	4 5
DECLINE IN QUALITY OF WORK	<input type="checkbox"/>	1	2	3	4 5
DECLINE IN QUANTITY OF WORK	<input type="checkbox"/>	1	2	3	4 5
INTERPERSONAL COMMUNICATION PROBLEMS	<input type="checkbox"/>	1	2	3	4 5
DIFFICULTY WITH TEAMWORK	<input type="checkbox"/>	1	2	3	4 5
CHANGE IN WORK HABITS	<input type="checkbox"/>	1	2	3	4 5
DISRUPTIVE BEHAVIOR	<input type="checkbox"/>	1	2	3	4 5
EXCESSIVE TIME AWAY FROM AREA	<input type="checkbox"/>	1	2	3	4 5
OTHER _____	<input type="checkbox"/>	1	2	3	4 5
OTHER _____	<input type="checkbox"/>	1	2	3	4 5
OTHER _____	<input type="checkbox"/>	1	2	3	4 5

I authorize KEAP to share this information with the employee should the employee choose to utilize KEAP services. KEAP is voluntary for employees.

Supervisor signature & phone #

Date



The Kentucky Employee Assistance Program (KEAP) is dedicated to helping employees find solutions to the personal problems that may hinder their effectiveness at work.

Problems concerning marital, family, or emotional distress, alcoholism and drug abuse, financial or even medical issues can seriously diminish an individual's job performance. As a progressive employer the Commonwealth of Kentucky recognizes that there are positive, workable solutions to many of these problems that trouble employees.

State employees and their dependents are eligible for KEAP services. There is no cost for its information or referral services. All of your contact with KEAP is confidential as required by state and federal law. Employee involvement with KEAP is permitted on state time with the supervisor's prior approval. Supervisors may refer employees to KEAP when job performance deteriorates, however participation is voluntary.

KEAP Services

- **Assessment:** Each person seeking assistance will receive a confidential assessment with a trained EAP professional. The purpose of the assessment is to clearly identify the problem. The assessment may be conducted face-to-face or by telephone.
- **Referral:** Once a thorough assessment is conducted the EAP professional may make a referral to the most appropriate professional or resource and provide assistance in making contact with those resources.
- **Follow-up:** After making the referral, the EAP professional maintains intermittent contact with the employee to ensure that the process has gone smoothly and the needed services are being provided.
- **Crisis Intervention:** When critical incidents or workplace trauma occur, the EAP can provide crisis response. Crisis debriefings provide individuals with information about possible reactions that may follow a critical incident. A structured environment allows individuals to discuss their thoughts and reactions to the incident.
- **Grief Response:** When death affects a workgroup, KEAP is available to provide grief response groups.
- **Management Consultation:** Supervisors may consult with EAP professionals for guidance regarding employees and difficult workplace situations.
- **Education:** KEAP staff members are available for staff development training opportunities.

If you or your dependents could benefit from this assessment and referral service, call the KEAP office for more information. In Frankfort call 502-564-5788, or use the toll-free **1-800-445-KEAP** number from anywhere in the state. Kentucky State Police also have an Employee Assistance Program.