Kentucky Employee Assistance Program

WHAT?
Your Employee Assistance Program (KEAP) is a CONFIDENTIAL program for helping you deal with problems that may affect your job performance, your personal life, and your general well being. These problems may be emotional, financial, marriage/family, or substance abuse. This program is one of your employee benefits, and the assessment/referral service is available to your family at no cost.

WHY?
We all need help at some point in our lives. KEAP can help employees lead more productive personal and professional lives. By utilizing KEAP services employees may be able reduce absenteeism, tardiness, accidents, and health insurance costs.

WHO?
Your EAP professionals are State employees who are trained in assessment and referral. It is the job of the EAP professional to help you identify any issues that may be interfering with your job and/or your life. Your EAP professional will assist you in finding the most qualified people to help you with your problem.

HOW?
You may obtain services from your EAP in two ways:

- If you have a personal problem you may call or make an appointment. In the case of a self-referral no one will know that you contacted KEAP.

- When an employee's job performance is deteriorating, a supervisor may refer an employee to KEAP. Even in this situation the supervisor will not be told anything without the employee's permission.

WHEN?
Your EAP maintains regular state hours. You are allowed to make contact with KEAP on state time with supervisor's prior approval. Or, if you choose not to make contact on state time other appointment times are available.

WHERE?
You may contact your EAP by calling:

Personnel Cabinet
(502) 564-5788
Or
Toll free 1-800-445-5327

REMEMBER!!

Your EAP services are free. If you need other services your EAP professional will assist you in getting them at affordable rates which may involve your health insurance co-pays. All information about you and your participation in EAP is confidential as provided by law. Participation in EAP will not jeopardize your job or promotional opportunities.

YOUR EAP CARES ABOUT YOU!!!

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. KEAP does not provide ongoing counseling.
- **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. One training session is designed to increase employee awareness of the Kentucky Employee Assistance Program.
- KEAP is available to provide a variety of educational opportunities on various life/work topics such as stress management, mental health topics, budgeting information and substance abuse concerns.
- Supervisory training is also available to educate management on how to make appropriate referrals to KEAP.

For more information contact:

Kentucky Employee Assistance Program

Personnel Cabinet

501 High Street

State Office Building

Frankfort, KY 40601

502-564-5788
Or
1-800-445-5327

KENTUCKY EMPLOYEE ASSISTANCE PROGRAM

KEAP
Kentucky Employee Assistance Program
A confidential source for Kentucky State Employees for help with personal and work-related concerns.

502-564-5788
1-800-445-5327
https://personnel.ky.gov/Pages/KEAP.aspx