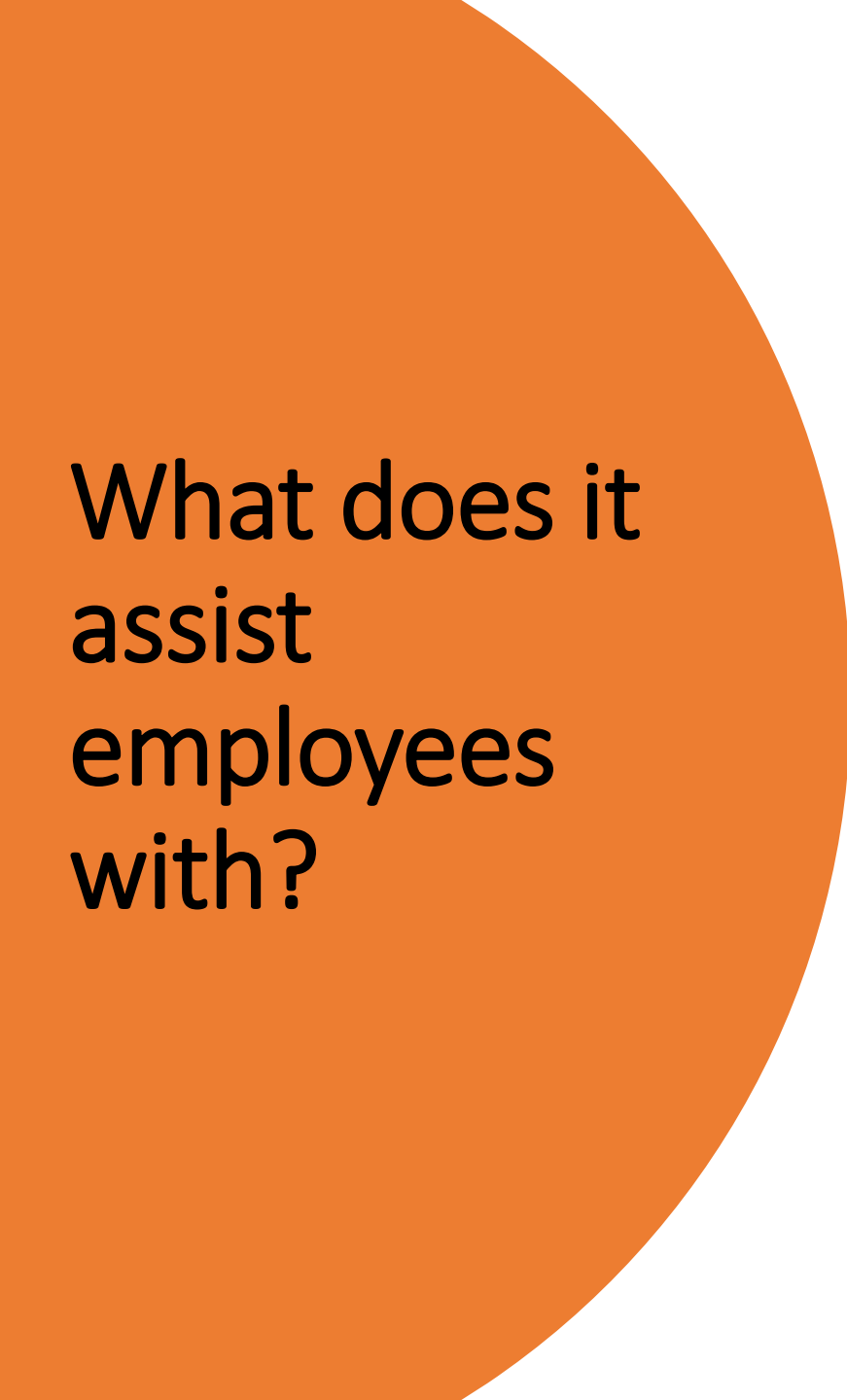




KEAP

Kentucky Employee Assistance
Program



What does it
assist
employees
with?

- Problems at work
- Problems in your personal life
- Its impossible not to have one affect the other and vice versa





Often people manage these issues without a problem but what happens when those problems become too big to manage?

That is where
your employee
assistance
program
comes in.

The top three reasons that thousands of employees across the country are contacting their employee assistance programs are:

- Depression
- Work Stress
- Family Conflict



Other reasons
state employees
are contacting
KEAP include:

- Anxiety
- Stress Management
- Family
- Substance Abuse
- Domestic Violence
- Problems with Co-workers
- Grief



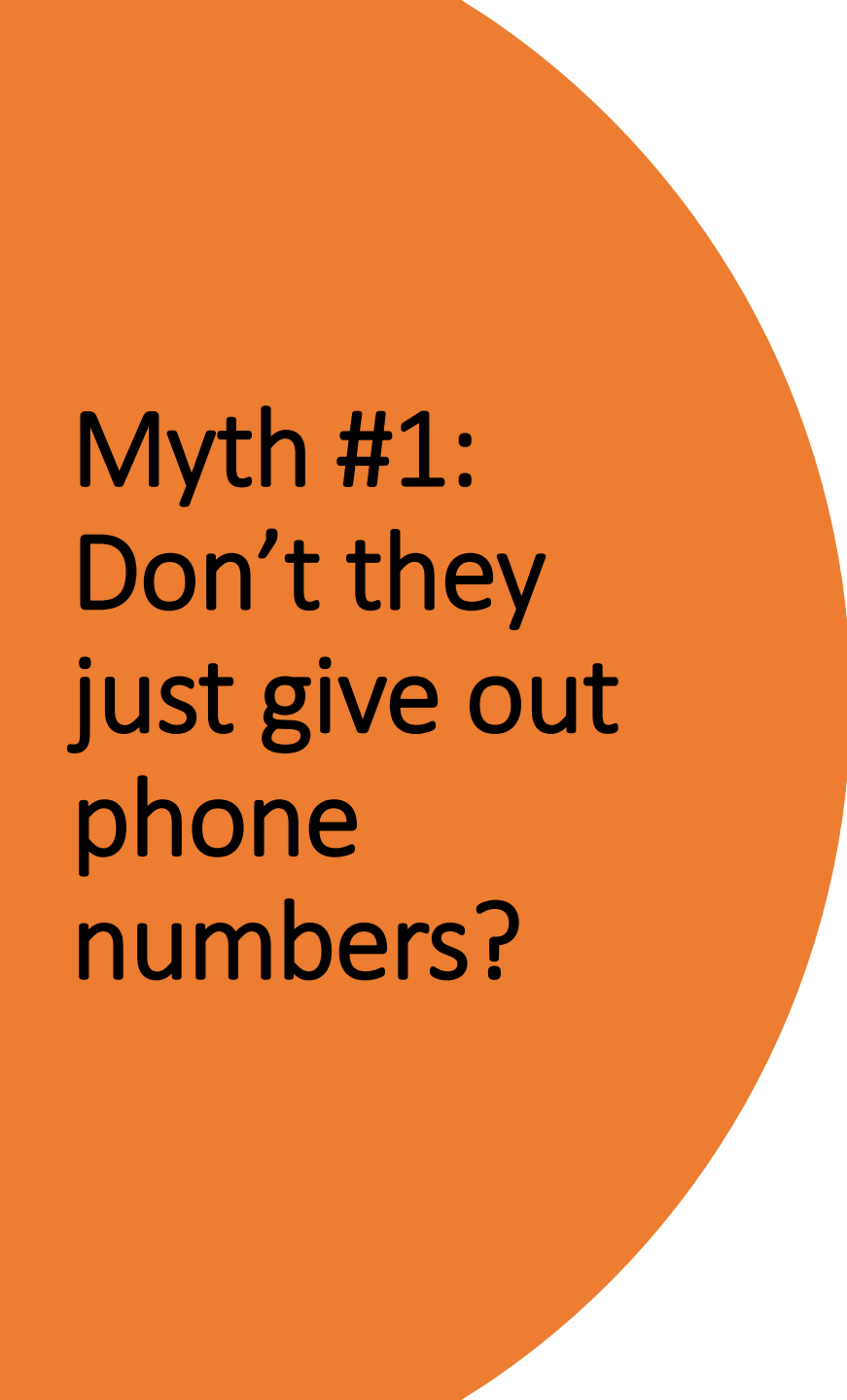


Family

- KEAP understands that difficulties in your personal life can take a toll on your well-being and your ability to work effectively.
- That is why we at KEAP want to make sure that your family has access to these services as well.
- Whether it's your significant other or child.
- We encourage you to call about the concerns that you have for family members so that we can discuss possible solutions including referrals to mental health professionals.




So why don't more
people take advantage
of this free service?




Myth #1:
Don't they
just give out
phone
numbers?

Truth is:

- KEAP will assess your situation and discuss different options to address your needs.
 - Phone calls do not necessarily result in a referral, but instead provide you with ideas.
 - Ideas related to community resources, work stress guidance and mental health education.
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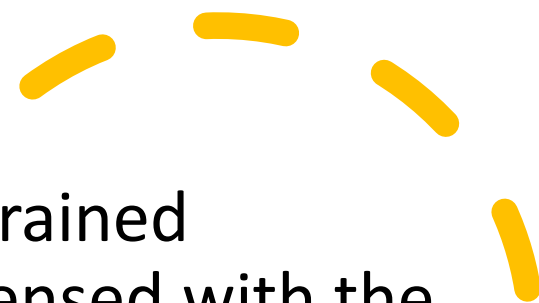
KEAP is more than just a talking head on the other end of the line.

- We are trained professional that have specific knowledge in mental health and state government.
 - So you are getting the best of both worlds and someone to assist you with the complex interaction of each.
 - KEAP is not just a phone number but an ongoing free service that exists to serve you.
- 



**Myth #2:
I'll be
unfairly
judged.**

Truth is:

- 
- All KEAP counselors are trained professionals that are licensed with the Kentucky Board of Psychology to practice ethically.
 - Our staff are interested only in helping you find solutions to your problems.
 - Between staff members at KEAP there are decades of experience which means we have heard a wide array of issues.
 - We function in order to serve the people who serve the people.

**Myth #3:
I'm being
punished
when I'm
referred to
KEAP by my
supervisor.**

Truth is:

- KEAP is here for support.
- We are not part of the disciplinary process.
- Instead we aim to be a way to avoid discipline and help you get back on track if you are struggling with work.
- And help address any issues outside of work that could be adding to your challenges.

**Myth #4:
If I go to
KEAP then
everyone will
know my
problems.**

Truth is:

- KEAP takes your confidentiality very seriously.
- Our confidentiality rules are based on federal and state laws so you can feel confident when discussing sensitive information.
- Because if we are not aware of all the facts, we can't help you work on the best solutions.



Confidentiality

- In a select few situations, the same regulations require us to make a report when life and safety are an immediate concern due to having evidence of direct danger to self or others.
- This is the only occasion in which we would be forced to break confidentiality.
- It's important for all who use our services to understand that we will not share private information with supervisors or anyone else.
- Nothing you speak to our staff about will be shared with anyone else unless you give us permission to do so.

Did you know that KEAP also provides free workshop opportunities to state employees on topics ranging from:

- Depression Awareness
- Anxiety Awareness
- Stress Management
- Time Management
- Verbal De-escalation
- Eldercare
- Sleep
- Building Resilience
- Mindfulness Meditation
- Secondary Traumatic Stress
- Brain Health
- And many more



Did you know that KEAP does a lot of direct work with managers as well? Including:

- Suicide prevention - consulting with managers who have employees that have displayed behaviors or made comments that lead them to believe they are a danger to themselves. Our counselors will help you evaluate the situation and provide you with advice on ways to appropriately address the incident.
- Grief responses – providing on site counseling services for work groups that have lost a colleague.





Direct manager work continued.

- Workplace skills coaching - multi-session coaching focused on growing talents for success in the workplace that includes guided content to help individuals in evaluating and expanding communication, self-management and problem-solving skills using an evidence-informed curriculum.
- Crisis debriefings - working with managers after a traumatic incident has occurred on the job by providing support and information to help employees cope.



Supervisor Consultations

In what type of situation does a manager need to use KEAP?

When their employee has begun to display behavior or work performance problems like:


- Excessive sick leave / Frequent unplanned absences
- Misses deadlines
- Complaints from co-workers/customers
- Improbable excuses for poor performance
- Difficulty following instructions
- Preoccupation with personal problems
- Excessive time on personal phone calls
- Emotional outbursts such as crying, shouting or cursing
- Deterioration of personal appearance
- Returning from lunch in altered condition
- Threatening customers or co-workers

These are only a few examples (see a complete list at our website). There could be many other concerns that you have as a manager. Give KEAP a call and we can discuss those concerns along with possible next steps, which may include a formal or informal referral.

Formal vs Informal Referrals

- Formal referrals provide an opportunity to address work related problems and educate the employee about KEAP as a benefit and resource to address those problems.
- Informal referrals show you have concern for your employee even though there are no work-related problems. It provides the employee with information about a benefit they might not be aware of and possibly prevents future work problems by addressing personal issues quickly.


Call us about the referral process and get more information about our Supervisor Referral Form.

- You may have good reason to believe, or know, that your employee has personal problems that are affecting their performance but don't feel comfortable addressing them.
 - And you shouldn't, you are their manager not their therapist.
 - Refer them to KEAP and let us ask those uncomfortable questions.
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Check out more about the KEAP
universe at www.personnel.ky.gov.

Where you will find



Program Information including:

- A description of KEAP services
- List of workshops
- Frequently asked questions

Your Health and Well- being Resources including:

Mental Health Websites covering

- Anxiety
- Domestic Violence
- Family Support
- Depression and Bipolar Support
- General Mental Health
- And many others

More
Health and
Well-being
Resources
including:

Work / Life Balance Topics focusing on

- Family
- Elder Care
- Stress Management
- Finance
- Work relationships
- and many others

Even More
Health and
Well-being
Resources
including:

Mental Health Screeners that assess for

- Depression
- Alcohol Abuse
- Anxiety
- Eating Disorders
- Post Traumatic Stress Disorder
- Bipolar Disorder



Supervisor
specific
content
including:

- Referral process and Supervisor Referral Form
- Do's and Don'ts
- Drug free workplace information
- Toolkits
- And much more

Tool Kits and
Educational
Presentations
including:

- KEAP as a Management Tool
- Domestic Violence
- Suicide Prevention
- Drug Free Workplace
- Habit, Will Power & Change
- Bullying in the Workplace
- Money Management
- Sleep Matters
- And many others

Speak with a KEAP counselor
today at 502.564.5788 or
800.445.5327
