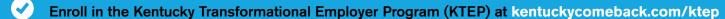
## KENTUCKY TRANSFORMATIONAL EMPLOYMENT PROGRAM EMPLOYER CHECKLIST

The **Kentucky Transformational Employment Program (KTEP)** is a new initiative that will help Kentucky employers find and retain the workforce they need to support and grow their businesses, while giving more of our community members a better chance at long-term recovery from substance use.

## **BEFORE**



Review the KTEP guidelines

Complete the KTEP training videos

- **✓** The Impact of Substance Use In The Workplace
- ✔ Preventing, Treating, and Supporting Recovery from Substance Use Disorder as a Chronic Brain Disease
- ✓ Legal Considerations for a Recovery Friendly Workplace
- ✓ Creating a Policy and Building a Culture That is Right for Businesses and Employees
- ✔ How to Participate in the Kentucky Transformational Employment Program
- Develop or revise a written drug and alcohol policy that complies with the KTEP guidelines
- Establish file retention processes for employees participating in KTEP
- Review current employee benefit offerings and determine opportunities for improvement
- Establish a relationship with a qualified treatment provider or existing EAP
- Review all proposed elements with employer and union leadership (if applicable) and legal counsel
- Share the program, policy, and processes with employees

## **DURING**

- Offer participation in KTEP to an offeree or existing employee after a positive drug screen
- Obtain signed consent from the offeree or employee authorizing the employer to provide and receive documentation confirming participation and completion in treatment services
- Refer the offeree or employee to a qualified treatment provider for assessment
- Determine how the written drug policy applies to employees, including leaves of absence and reasonable accommodation depending on the provider's recommendation
- If the offeree or employee needs treatment, establish communication with a treatment provider to be notified when they adhere to the given recommendations
- Administer a second pre-hire drug screen to the offeree or obtain a return-to-duty provider authorization for an existing employee

## **AFTER**

- Submit required data to the Kentucky Chamber Foundation at kentuckycomeback.com/ktep on an annual basis
- Internally evaluate business and employee population health outcomes

QUESTIONS? Contact Brandi Hon at bhon@kychamber.com.