

# 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

- ✓ Enroll in the Kentucky Transformational Employer Program (KTEP) at [kentuckycomeback.com/ktep](https://kentuckycomeback.com/ktep)
- ✓ 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](https://kentuckycomeback.com/ktep) on an annual basis
- ✓ Internally evaluate business and employee population health outcomes

**QUESTIONS?** Contact Brandi Hon at [bhon@kychamber.com](mailto:bhon@kychamber.com).

VISIT [KENTUCKYCOMEBACK.COM/KTEP](https://kentuckycomeback.com/ktep) FOR MORE INFORMATION