



The Official Newsletter for Executive Branch Employees

October 2025

Featured News



Click the image above to view the full video message.

KECC Message from Governor Beshear

Hey everyone, it's Andy. I'm so proud of the work we've done together over the past five plus years to make our new

What's in this edition?

- KECC Message from Governor Beshear
- Governor's LEAD Conference
- Notice of Regulation Amendments
- New Policy on Use of Artificial Technology
- New Blood Donation Leave Verification Form
- Kentucky Deferred Comp Virtual Benefit Fair

Kentucky home a place where all families can thrive. We've also seen so many of you give back to your neighbors through the Kentucky Employees Charitable Campaign. Through your contributions, we've helped provide food for families, increase access to health care, and supported survivors rebuilding from natural disasters.

If you would like to donate to the [KECC](#), you can make a one-time gift or enroll in payroll deductions through [KHRIS](#)!



Time is running out! Ticket sales for the [2025 Governor's LEAD Conference](#) close on October 24.

This year, participants can expect to hear a wide variety of topics including: becoming a destination workplace, promoting employee engagement, managing stress, achieving work-life harmony, and so much more!

Buy Tickets

Please contact your agency's fiscal officer or HR administrator for specific information on how to register for this year's conference.

- Open Enrollment
- Team Kentucky Internship Program
- Our Healthy Kentucky Home
- StopScams.ky.gov
- State Holidays
- Pre-K for All
- Electronic W-2
- Professional Development Opportunities
- Fire Prevention Week
- Career Counseling



Get Started on MyPURPOSE Today!

- Access over 1,200 online training courses and webinars.
- Connect with team members virtually.

Notice of Regulation Amendments

Several amendments to Personnel Cabinet regulations, affecting both KRS Chapter 18A classified and unclassified Executive Branch state employees, became effective on September 30, 2025, to include the following:

- **Employer Paid Leave ([101 KAR 2:102](#) and [101 KAR 3:015 Classified/Unclassified Leave General Requirements](#)):** Employer Paid Leave was introduced as a new benefit to full-time Executive Branch state employees hired beginning 9/30/25 and those currently employed as of that date. With advance approval from their supervisor and HR, employees are now entitled to use up to a maximum of six (6) weeks of continuous employer paid leave for one of the qualifying reasons outlined in the regulation. This leave renews for eligible employees at their 120 and 240 month of service dates. For more information, please consult your agency HR office. The [Employee Handbook](#) has been updated to include this information.
- **Absences Due to Adverse Weather ([101 KAR 2:102](#) and [101 KAR 3:015 Classified/Unclassified Leave General Requirements](#)):** Adverse weather leave has been amended to remove the previous requirement for employees to make up adverse weather leave used. Instead, all employees, will be eligible for one (1) working day of adverse weather leave in a calendar year, based on the employee's weekly work schedule and with supervisor approval. Employees with previously claimed adverse weather

- Apply for career opportunities.



[CLICK HERE TO ACCESS PERSONNEL EVENT CALENDAR](#)



leave to make-up (claimed prior to 9/30/25), will do so based on the make-up procedure at the time the leave was taken. The [Employee Handbook](#) has been updated to include this information.

- **Salary Adjustments/Demotions ([101 KAR 2:034](#) and [101 KAR 3:045](#) Classified/Unclassified Compensation Administration Regulations):** Demoted employees will no longer be permitted to retain their salary upon demotion. The appointing authority is now required to reduce an employee's salary, upon demotion, by five (5) percent for each grade the employee is reduced, except in rare instances where salary retention is approved by the Personnel Cabinet Secretary upon written request of the appointing authority.
- **Adjustment for Continuing Excellence (ACE) Award ([101 KAR 2:034](#) and [101 KAR 3:045](#) Classified/Unclassified Compensation Administration Regulations):** In order for an employee to receive an ACE award, an employee must have worked at least twenty-four (24) consecutive months in the KRS Chapter 18A state service with twelve (12) of those months worked consecutively in the department or office granting the award. The regulation has been amended to require the twenty-four (24) consecutive months to immediately precede the request for the award.
- **New Appointments ([101 KAR 2:034](#) Classified Compensation Administration Regulations):** This amendment requires that the appointing authority adjust the salary of incumbent employees to five (5) percent above a new appointee's appointment

BLOOD DONATIONS NEEDED!

[Click here for Blood Donation Information](#)

salary, if they are not on initial or promotional probation and their salary is the same or less than five (5) percent above a new appointee's salary and the appointing authority determines they meet the criteria outlined in the regulation. This amendment also applies to the section covering reentrance to classified service by a former classified/unclassified employee in accordance with the standards used for making new appointments.



New Policy on Use of Artificial Technology

The Commonwealth Office of Technology (COT) has issued an Artificial Intelligence policy, effective October 6. This policy specifically outlines the acceptable use of generative artificial intelligence (AI) for Executive Branch agencies and employees while protecting the safety, privacy, and intellectual property rights of the data of the Commonwealth of Kentucky. However, **any use of AI or AI tools by an employee must be approved by the employee's supervisor and comply with any agency specific AI use policy.**

While employees are required to review the policy in full, found in the [Employee Handbook](#), please note some of the following key provisions of the policy:

- Employees shall not input and AI models shall not collect or store information generally recognized as confidential or proprietary without the written consent of each individual or business who owns the confidential or proprietary information. Individual or business consent is not necessary

when the data is collected by the Commonwealth according to statute or regulation.

- Employees shall refrain from entering any individual or business's confidential or proprietary information into third party AI models that are available to the general public and are not developed, maintained, or administered in accordance with this policy.
- Responses generated from generative AI outputs shall be subject to human review for accuracy, appropriate usage, privacy of data, and security before being acted upon or disseminated.
- Responses generated from generative AI shall not be: (a) used verbatim; (b) be assumed to be credible or accurate, (c) be treated as the sole source of reference, (d) be used to issue official statements (e.g., policy, legislation, or regulation), (e) be relied upon to make final decisions, and (f) be used to impersonate individuals or organizations.
- Material that is copyrighted shall not be entered as input to generative AI.
- Generative AI shall not be used for any activities that are illegal or in violation of state policy, COT policy, or agency policy.

If you have questions regarding your agency's use of AI, please contact your agency human resources office.



For consistency, the Personnel Cabinet has created a new blood donation leave verification form to replace the

various versions used by the different blood centers. Effective immediately, after receiving prior supervisor approval and making or attempting to make a whole blood donation, employees eligible for blood donation leave should complete and turn in this form anytime blood donation leave is claimed on their timesheet. This form is available on the Personnel Cabinet website under [Documents in Demand](#). For more information on blood donation leave, please review the [Employee Handbook](#), visit the Personnel Cabinet [website](#), or consult your agency human resources office.



[Visit the FutureFit Virtual Benefit Fair](#) today!

- Learn how your retirement plan can help you prepare for your financial and retirement future.
- Join our financial knowledge challenge and climb to the top of the leaderboard.
- Take control of your future: Enroll in or manage your retirement plan while also accessing live webinars.
- Get hands-on experience with retirement planning tools in the Resource Lounge.
- Connect with a Retirement Representative.

Ready to flex your FutureFit muscles? There is a prize reserved for the top scoreboard champion.



Open Enrollment is October 6 – October 24. You are not required to re-enroll in health, dental, vision, or life insurance, but we encourage you to review your plan options and ensure the plan(s) you currently have still meet your needs. If you do not enroll during the Open Enrollment period, you will remain in the same health, dental, vision, or life insurance plan options and coverage levels as you have in 2025.

You **must** enroll every year if you have the Waiver General Purpose HRA or wish to contribute to a Flexible Spending Account.

To learn more about Open Enrollment, visit [KEHP's Open Enrollment website](#). You can also join us at [any of the eight benefit fairs](#) throughout the state!



Team Kentucky Internship Program

Do you know a high school senior or college student who is interested in state government? **The Team Kentucky Internship Program will begin accepting applications on October 17!**

The Team Kentucky Internship Program is an exclusive internship program that was developed to provide students the opportunity to gain meaningful experience and employment in state government.

Oh, and did we mention...? Interns who successfully complete the program guidelines throughout the duration of the program will be eligible to receive interview preference for future employment within the executive branch!

[Learn more about this opportunity](#) and encourage the students in your life to apply today!



#OurHealthyKYHome



During October, Our Healthy Kentucky Home will look back at the last 11 months of this initiative, highlighting special resources and inspirational stories from across the Commonwealth.

This initiative was built on a simple truth: when every Kentuckian has the opportunity to live a healthier life, our entire commonwealth becomes stronger. Over the past 11 months, we've come together across communities, workplaces, schools and homes to share tools, resources, and stories that make healthier living possible for all of us.

[Click here to revisit some of our most popular resources from this last year.](#)



Team Kentucky's message is simple: **Pause, check** and **protect**.

When you are contacted by someone or a company you do not know, **pause**. Before taking any action, **check** reliable resources and do your research. Search the internet, talk to your family, friends and professionals before acting. And finally, **protect** your personal information by learning ways to boost your digital security.

Visit stopscams.ky.gov to find resources, alerts, and more!



Holidays for State Personnel

State offices shall be closed and state employees shall be given a holiday on the following days:

- Tuesday, November 11 - Veterans Day
 - Thursday & Friday, November 27-28 - Thanksgiving
 - Thursday & Friday, December 25-26 - Christmas
 - Thursday & Friday, January 1-2 - New Year's
-

Pre-K for All

TEAM
KENTUCKY.



When kids miss out on pre-K, we all feel it. Not just in our schools, but in our economy too. Building a stronger Kentucky begins with investing in our kids. A brighter future for our Commonwealth starts by increasing access to preschool.

This isn't just an education issue. It's a bottom-line issue. Pre-K for All:

- Increases Kindergarten Readiness
- Expands Kentucky's Labor Force
- Boosts Take-Home Pay
- Grows Kentucky's Economy
- Attracts Pre-K Professionals
- Eliminates Child Care Deserts
- Saves Out-of-Pocket Child Care Costs

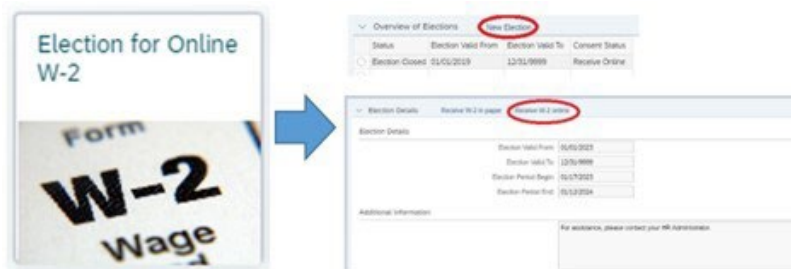
Learn more about Pre-K for All and ways to get involved at prek4all.ky.gov!

Let's go electronic!

Tax season will be here before you know it, and most of us want to file right away. Get quicker access to your W-2 later by choosing to receive it electronically now!

Log into KHRIS ESS and select the Election for Online W-2 tile. When the screen appears, select "New Election" which will then display your options for the current tax year.

Select “Receive W-2 online.” You’ll be asked to confirm your election by selecting “OK.” Four clicks is all it takes!



Upcoming Professional Development Opportunities

View the professional development opportunities provided by the Kentucky Employees Assistance Program (KEAP) and Governmental Services Center. Employees should log in and request training in [MyPURPOSE](#) under “MyLEARNING” - “Event Calendar”

Manager approval is required.

October

- **Understanding Bullying in the Workplace:**
Tuesday, Oct. 7th 10:30 – 11:30 a.m. EDT

- **Depression Relapse Prevention (Part 1 of 3):**
Wednesday, Oct. 15, 2025, 10:30 AM - 11:30 AM EDT
- **Depression Awareness:** Tuesday, Oct. 21, 2025,
10:30 AM - 11:30 AM EDT
- **Depression Relapse Prevention (Part 2 of 3):**
Wednesday, Oct. 22, 2025, 10:30 AM - 11:30 AM EDT
- **Depression Relapse Prevention (Part 3 of 3):**
Wednesday, Oct. 29, 2025, 10:30 AM - 11:30 AM EDT

November

- **Happiness at Work-for-Employees:** Tuesday, Nov. 4, 2025, 10:30 AM - 11:30 AM EST
- **Secondary Traumatic Stress:** Wednesday, Nov. 12, 2025, 10:30 AM - 11:30 AM EST

December

- **Building Resilience:** Thursday, Dec. 4, 2025, 10:30 AM - 11:30 AM EST



FIRE PREVENTION WEEK

October 5-11 is Fire Prevention Week, and preparation is key when it comes to fire emergencies. Please take time to review the course [“Using Fire Extinguishers” in MyPURPOSE](#). You can also learn more about [Fire Prevention Week](#) from the National Fire Protection Association. Stay safe, Team Kentucky!



Connect with a career counselor today!

Career Counseling for State Employees

Are you looking for the next step in your career path? Let our experts help you! Through the Personnel Cabinet's free career counseling services, you can receive customized career recommendations based on your goals, interests, education, and experience.

Please email pers.careercounseling@ky.gov to connect with our career counselors.

About the Personnel Cabinet

The Personnel Cabinet provides leadership and guidance to attract, develop, motivate, and retain a talented, diverse workforce that provides outstanding service to state agencies and citizens of the Commonwealth; foster an understanding of and adherence to legal requirements; and create a positive and inclusive work environment that supports the holistic well-being of all employees.

The Personnel Cabinet is located at 501 High Street, Frankfort, KY 40601
Normal business hours are from 8 a.m. to 4:30 p.m.

EEO Statement

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.

CONTACT US



PERSONNEL CABINET

STAY
CONNECTED:



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responses.