



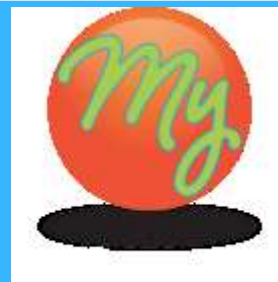
January 2021



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## Featured News

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[Get Started Today!](#)



### [Building A Better Kentucky](#)

In 2020, state employees rose to the challenge by innovating new ways to serve Kentuckians with digital tools, providing support to communities by giving back to local charities and continuing to do what needs to be done to ensure the safety of our fellow employees.

During my [State of the Commonwealth and Budget Address](#), I proposed a 1% raise for state employees for keeping our communities running and for the hard work you do everyday.

I also addressed supporting healthy retirement for quasi-government agency employees and fully funding the state retirement plan.

A better Kentucky means prioritizing our communities, providing relief for businesses and families and making bold investments in our future.

As we continue to fight against COVID-19, it is critical that we do our part by wearing a mask, social distancing and avoiding public gatherings.

Fellow state employees are advised to monitor the status of the counties they live and work in. [Click here to access online database.](#)

Thank you for all that you do and God Bless the Commonwealth of Kentucky!

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**COVID-19 Testing**

- Access over 2,000 training courses and webinars.
- Connect with team members.
- Apply for career opportunities.



### [Download the app!](#)

- Quick access to benefits, careers, pay and other employment resources.
- Receive instant notifications during emergency situations.
- Stay in the know with the latest employee news.

Testing is being provided for state employees and contractors through a partnership with First Care Clinics. Employees and contractors can receive COVID-19 testing at any of the 13 First Care Clinics' testing sites throughout the state or the drive-thru testing site located at the Sower Building in Frankfort.

With supervisor prior-approval, all Executive Branch state employees will be given up to two (2) hours, with reasonable drive-time, to register for and complete their test at any of the locations:

### Testing Dates For State Employees and Contractors

January 12-14  
February 16-18  
March 23-25  
April 20-22  
May 11-13

COVID-19 Hotline (800) 722-5725



### COVID-19 Employee Resources Guide

As we navigate through these unprecedented times, we've had the opportunity to embrace new ideas and tap into resources that we could not have imagined. The Personnel Cabinet's mission is to maintain and enhance a supportive workforce for our state employees. Thank you for all your hard work as we take the next steps these upcoming months. We look forward to continuing to work on cultivating an environment where state employees can ask questions and recommendations are given.

[Click here to access the Personnel Cabinet's "Healthy At Work COVID-19 and Beyond."](#) the State's first comprehensive, interactive Resource Guide for all state employees, providing guidance for an array of services; from webinars on mental, physical, and financial health to recruitment strategies, new telecommuting policies and many more. It is a multifaceted response to guide us through the process of resuming a safe work environment post-COVID-19.

This resource guide is interactive and evolving which means that updates will occur to meet the needs of state employees.

Thank you and we look forward to working together to create a Better Kentucky!

[CLICK HERE FOR PERSONNEL EVENT CALENDAR](#)

**BLOOD DONATIONS NEEDED!**

[Click here for January Blood Donation Information](#)



## Free Microsoft Teams Training

COT and KiZAN will continue facilitating no cost 1-hour Microsoft Teams training sessions in January and February. Additionally, several new training sessions will be provided to target specific aspects of Teams. Please reference the comprehensive schedule of the upcoming Teams training sessions listed below. These sessions are enterprise-wide and all users may register for as many sessions as they would like to attend.

To register, access via COT's [registration link](#).

Additional Teams training is always available in **MyPURPOSE**. Within **MyPURPOSE**, search for **Teams** training and launch the course of interest.



## Spotlight: Upcoming KEAP Webinars

### ***Working at Home with Kids, Thursday, January 21<sup>st</sup> 10:30-11:30***

As COVID-19 drastically changed our work environment due to the increased use of telecommuting, employees have been challenged with balancing workload and childcare. This webinar will discuss those issues and examine the recommendations made by educators, child therapists and parents to increase your chances for success. Information reviewed will be in the context of our current world, but many principles and strategies can be useful even beyond the end of the pandemic.

January training schedule:

- Thursday, January 14<sup>th</sup> 10:30-11:30 Time Management
- Wednesday, January 20<sup>th</sup> 10:30-11:30 Habit, Willpower and Change

[Click here to learn more in the Training Calendar.](#)



Get My  
W-2

**Why wait? It's not too late!**

Avoid watching your mailbox, waiting for your W-2 to arrive. *Log into KHRIS ESS now and elect the online version!* You'll have secure, immediate and continuous access as soon as we generate it, which can be nearly 2 weeks earlier than the paper version would arrive in the mail. Just be sure to make your election by noon, Fri., Jan. 15 so you don't miss out.

If you don't mind waiting, be sure to check your home address listed in KHRIS ESS, to ensure proper delivery of your paper W-2. Must be completed by noon, Jan. 15.



**Webinar: How to Stay Safe This Winter**

Winter is coming! Log on to MyPurpose to participate in the CyberU course entitled "**Winter Safety**" on behalf of the State Safety Program. This 13-minute course reviews the hazards that winter can bring and discusses how to enjoy the season safely. This course is also available in English and Spanish. **Search:** "*Winter Safety*" in the MyPurpose search bar to access.



Congratulations

**Annual Performance Planning is now LIVE!**

On January 1, the Year-End Interim Review/Final Evaluation and Annual Performance Planning tasks launched for all performance eligible employees in MyPURPOSE.

Both tasks will include an employee Self-Review step. These steps are optional; however, it is an important part of the performance review process as it allows the employee to provide feedback to their manager. Feedback is essential in ensuring performance is accurately documented and rated. All employees are strongly encouraged to take advantage of this feature in MyPERFORMANCE!

Performance resources are available to you on the [Performance Management](#) page of the Personnel Cabinet website. We recommend that you familiarize yourself with these resources and reference them throughout the year.



## **Your Future. Your Plan**

Learn more about financial wellness and meeting your long term goals.

Join us for a conversation on the benefits of enrolling and participating in the Kentucky Deferred Compensation Plan. Learn about the basics of investing, the different plan types (401k, 457, IRA), investing with pre-tax or post-tax dollars, and the services available to plan participants. All are welcome to participate, even current participants and retirees who may benefit from hearing about the Kentucky Deferred Compensation Plan benefits.

**KDC Enrollment January 21, 2021 at 11:00 a.m. – 12:00 p.m.  
EST**



## [Register Here](#)

Kentucky Deferred Compensation continues to be available virtually. [Click here](#) to schedule appointments with local Retirement Specialists and register for the 2021 Kentucky Deferred Compensation educational webinars. We are also available by calling 1-800-542-2667. In addition, the website provides planning tools and resources, as well as current and past KDC newsletters.

[www.kentuckyplans.com](http://www.kentuckyplans.com)

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## About the Personnel Cabinet

The Personnel Cabinet provides leadership and guidance to: attract, develop, motivate and retain a talented, diverse workforce; foster an understanding of and adherence to regulatory requirements; and create a positive, supportive work environment that values 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



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