



May 2021



Featured News





**YOUR SHOT OF
HOPE
IS AS CLOSE
AS YOUR PHONE**

Use your mobile phone camera to scan the QR code, find a COVID-19 vaccine location near you and schedule your appointment.



GET THE VACCINE FACTS:
KYCOVID19.KY.GOV | 855-598-2246 | TTY 855-326-4654

Team Kentucky,

Over the past month, we reached an amazing milestone: every Kentuckian 16 and older* is now eligible for the safe and effective COVID-19 vaccines. To recognize this moment and continue our fight to end the pandemic, we launched the 2.5 million vaccine *Team Kentucky Vaccination Challenge*. When 2.5 million Kentuckians are vaccinated, the state will lift most capacity restrictions on many businesses in our communities.

So far, more than 1,837,229 Kentuckians have done their part to help us reach our goal by getting at least their first dose of the COVID-19 vaccine. Join the team and find the vaccination site closest to you by visiting vaccinemap.ky.gov. If you have questions, you can also call our vaccine hotline [855-598-2246](tel:855-598-2246) or TTY [855-326-4654](tel:855-326-4654) (for deaf or hard-of-hearing Kentuckians).

Get Started on MyPURPOSE Today!

- Access over 2,000 online training courses and webinars.
- Connect with team members virtually.
- 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.

We've also streamlined [Healthy at Work](#) requirements: now, all requirements for state government offices are in one short document.

As always, thanks for all you do to serve Kentuckians.

Sincerely,



**16- and 17-year olds are eligible for the Pfizer COVID-19 vaccine; all individuals 18 and older are eligible for the other approved vaccines.*

All Executive Branch employees are highly encouraged to take the COVID-19 vaccine. With prior supervisory approval, all Executive Branch employees will be granted up to two (2) hours of scheduled work time to take each of the COVID-19 vaccines. Additionally, Executive Branch employees will be granted up to 7.5/8 hours of leave for recuperation from any side effects that may occur.

[Click here for vaccination leave time details](#)

COVID-19 Testing Calendar

The month of May will offer the final round of testing for state employees and contractors through 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

[May 11-12 - Select date to register](#)

COVID-19 Hotline (800) 722-5725

[CLICK HERE to access COVID-19 Employee Resource Guide](#)

[CLICK HERE TO ACCESS
EVENT CALENDAR](#)

**BLOOD DONATIONS
NEEDED!**

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



Announcing the 10th Annual Governor's Ambassador Awards

Six employees and one office of the Commonwealth were chosen to receive Governor's Ambassador Awards (GAA). This year, the Personnel Cabinet received more than 150 nominations.

A selection committee presents three finalists from each GAA category to Governor Beshear for the awards, who then selects the winners. Historically, the award is presented to each recipient at the Governor's Mansion, however this event was postponed in 2020 due to COVID-19 precautions.

To commemorate each Governor's Ambassador Awards recipient, a brick with their name will be placed on the walkway in front of the Kentucky History Center.

Select the video below to find out who they are!



Select the video below to hear Lt. Gov. Jacqueline Coleman's message to GAA recipients.



For more details about the candidates, please [click here](#).



Mental Health Awareness Month: FREE Webinars

The Kentucky Employee Assistance Program (KEAP) will be offering the following mental wellbeing and awareness webinars in May:

- May 13, 10:30 a.m. - 11:30 a.m. - Mental Health Issues in the Workplace
- May 20, 10:30 a.m. - 11:30 a.m - Depression Awareness
- May 27, 10:30 a.m. - 11:30 a.m - Anxiety Awareness

[Click here to access the full Course Calendar for more KEAP events](#)

LISTEN: [Click here](#) to hear the interview with KEAP Benefit Branch Manager Trina Koontz on the CHFS Community Podcast Show with Sec. Eric Friedlander. This is a conversation about the importance of being trauma-informed as a cabinet, and making sure all state employees are aware of resources that can improve their mental health and well-being.



Gov. Beshear, Eastern Kentucky University Announce Partnership to Help More State Employees Earn Master of Public Administration

EKU's online Master of Public Administration degree (MPA) will now be available to executive branch and legislative research committee employees at a discounted rate of \$450 per credit hour. The application fee to the program will be waived for qualified applicants. To find out more about the ECU MPA program, go to <https://ekuonline.eku.edu/public-administration>.

Founded in 1968, the ECU MPA program was the first of its kind in Kentucky. The program prepares individuals, both entry-level and mid-career, for advanced professional positions in the administration of public and non-profit programs. The public administration field is constantly changing: The evolution of the MPA program reflects current best practices and provides program participants an educational opportunity to be on the cutting edge of the public administration career space.



The Governmental Services Center (GSC) Provides Refresher Courses

GSC will be offering refresher courses for Training Administrators and Coordinators.

The *Training Administrator and Training Coordinator Refresher* will review general duties that administrators and coordinators will both have access to. This session will be held May 22, 8:30 a.m.-12:00 p.m.

Users that are interested must be registered and approved by their manager no later than May 24.

This class is now available through MyPURPOSE. To register please search for the following title:

"Event: GSC Training Admin and Training Coordinator Refresher"

The second refresher will be for *Training Administrators only*. This session will be held on May 26, 1:00 p.m.-4:30 p.m.

This session is specifically for those that hold the Administrator role. Topics will include: *Uploading online content, Uploading materials, Versioning, and Curricula*. Users that are interested must be registered and approved by their manager no later than May 25.

This class is now available through MyPURPOSE, to register please search for the following title:

"Event: GSC Training Admin Refresher"

GSC is offering the *Employee Discipline & Documentation Curriculum!*

This curriculum represents an overview and best practices for employee discipline and documentation. You will still need to follow your agency's policy and procedures with any personnel actions. This curriculum offers the same total training credit equivalent to the full-day instructor-led GSC Employee Discipline & Documentation workshop. The curriculum's design follows the progression of virtual workshops, CyberU courses, videos, and assignments outlined.

This curriculum is now available through MyPURPOSE, to register please search for the following title:

"Event: GSC Employee Discipline & Documentation Curriculum"



Executive Branch Annual Training Requirement

Just a reminder, if you've been assigned the **Executive Branch Annual Training Curriculum** within MyPURPOSE, the deadline for completion is **June 30, 2021**.

Your agency HR office and the Personnel Cabinet will be monitoring for completion, so please don't delay!



Don't forget your Promise!

All planholders are required to complete the LivingWell Promise between January 1, 2021 and July 1, 2021. All you have to do is either:

- Take the StayWell/WebMD online health assessment at <https://www.kehplivingwell.com/>. The health assessment only takes about 10 minutes to complete and asks various health and lifestyle questions; or
- Receive a biometric screening from your physician, lab, retail clinic, or LivingWell Health Clinic. This is a blood test to check your cholesterol, blood pressure, triglycerides, and glucose. Your BMI is then determined by your waist circumference, height, and weight.

If you need assistance logging in, please call WebMD at (866) 746-1316.

**SAVE
THE
DATE**



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.

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