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Gerina D. Whethers
SECRETARY

MEMORANDUM

PERSONNEL MEMO 23-02

To: Cabinet Secretaries
Agency Heads
Constitutional Officers
Human Resource (HR) Administrators

From: Gerina D. Whethers, Secretary

Date: April 14, 2023

Re: **Executive Branch Annual Training Requirement**

The Personnel Cabinet announces the following online training which will soon be assigned to all Executive Branch employees. The purpose is to ensure employees remain aware of important personnel and security policies.

Executive Branch Annual Training Curriculum

- Employee Handbook – Provides an overview of state government and explains the laws and policies governing employment, as well as available benefits and services.
- Security Awareness - Presented by the Commonwealth Office of Technology, this course provides helpful tips on how to protect Commonwealth information and assets, including ways to keep sensitive information safe.
- Active Shooter – Provides important information and potentially life-saving techniques in the event of an active shooter incident.
- Guide to Executive Branch State Employee Benefits – Provides a brief overview of all benefits offered to eligible full time state employees. This is a new course required for new hires; however, important for current employee awareness.
- Overview of Executive Branch Retirement and Investment Options - Provides a brief overview of retirement systems and investment options offered to eligible state employees. This is also a new course required for new hires; however, important for current employee awareness
- Employee Wellness: Building Mental Health and Financial Well-being
 - Part 1: Building Mental Health and Well-being Provides tips for growing and maintaining good mental health on a daily basis.
 - Part 2: Financial Wellness: Focusing on your personal financial plan Provides tip, tools and resources for employees to use to reach financial goals.

Agencies are responsible for ensuring employee compliance with this enterprise training requirement, which must be completed by July 31, 2023. Additional instructions for agency HR Executive and Training Administrators is forthcoming.

NOTE: Training curriculums are assigned annually, by the Personnel Cabinet, to all Executive Branch employees. Agencies should not assign this particular curriculum to any employees. When changes to the curriculum are deemed necessary, a Personnel Memo will be distributed to outline the changes prior to assignment.

The following employee groups are exempt from this training requirement and will not be assigned the curriculum: county fees, board/commission members, Property Valuation Administrators (PVAs), day laborers, state active duty, Unified Prosecutorial System (UPS), elected officials, and KRS Chapter 16 employees. Contractors will only be assigned Security Awareness.

Please direct any questions regarding this training requirement to Mary Elizabeth Bailey, Deputy Secretary, Personnel Cabinet at MaryE.Bailey@ky.gov.