



Andy Beshear
GOVERNOR

PERSONNEL CABINET

501 High Street, 3rd Floor
Frankfort, Kentucky 40601
Phone: (502) 564-7571
Fax: (502) 564-1823

Mary Elizabeth Bailey
SECRETARY

MEMORANDUM

PERSONNEL MEMO 24-02

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

From: Mary Elizabeth Bailey, Secretary

Date: January 29, 2024

Re: Executive Branch Annual Training Requirement

The Personnel Cabinet announces the following online training which will soon be assigned to all Executive Branch employees, active within the Kentucky Human Resources Information System (KHRIS) as of today's date. The purpose is to ensure employees remain aware of important personnel and security policies.

Executive Branch Annual Training Curriculum

- Employee Handbook
- Security Awareness
- GSC Executive Branch Ethics
- KEAP: Understanding Burnout

The deadline for completing this enterprise training requirement, is **Friday, May 3, 2024**. Failure to comply will result in a required minimum rating of "Needs Improvement" for the Professional Development competency section of the 2024 Year-End Performance Evaluation for eligible employees. Agencies are responsible for ensuring enterprise training compliance and oversight of this subsequent performance action, for any non-compliance. Additional monitoring instructions for agency HR Executive and Training Administrators is forthcoming.

NOTE: The Personnel Cabinet determines the enterprise training curriculum for all Executive Branch employees annually. Prior to any assignment, a Personnel Memo announcing the curriculum to leadership, will be distributed, for awareness. Assignment is completed by the Personnel Cabinet - agencies should not assign this particular curriculum to any employee. 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 Jamie Caldwell, Commissioner, Department of Human Resources Administration, Personnel Cabinet at Jamie.Caldwell@ky.gov.