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Mary Elizabeth Bailey
SECRETARY

MEMORANDUM

PERSONNEL MEMO 24-03

To: Cabinet Secretaries
Agency Heads
Human Resource Administrators

From: Mary Elizabeth Bailey, Secretary *meb*

Date: February 22, 2024

Re: **Transitional Assistance Program Update**

The Personnel Cabinet's Office of Employee Relations, through its Return-to-Work Program, created the Transitional Assistance Program (hereinafter "TAP") to assist state employees in continuing their government service, should they be unable to return to their job following an injury or illness. TAP allows the injured worker to pursue continued employment in another Executive Branch agency under certain conditions. This benefits both employees and employers by encouraging retention of skilled and experienced employees, while assisting employees with opportunities to continue developing their careers within state government.

Effective March 1, 2024, pursuant to KRS 18A.025, 18A.030, and 18A.032, TAP will be modified. The modifications will include provision of an interview to a TAP applicant for certain vacant Executive Branch positions for which they qualify. In addition, agencies may be required to utilize personnel actions authorized in 101 KAR 1:335, Employee Actions, to transition the TAP employee to their agency.

Additional guidance on this initiative will be forthcoming to Executive Branch Human Resource Offices. If you have any questions, please direct them to Alan Hurst, Acting Executive Director, Office of Employee Relations, at AlanB.Hurst@ky.gov.