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PERSONNEL CABINET

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Mary Elizabeth Bailey
SECRETARY

MEMORANDUM

PERSONNEL MEMO 25-01

To: Constitutional Officers
Cabinet Secretaries
Agency Heads
Human Resource Administrators

From: Mary Elizabeth Bailey, Secretary

MES

Date: January 14, 2025

Re: **Education Validation**

KRS 18A.030(2)(c) authorizes the Personnel Cabinet Secretary to establish general procedures for personnel recruitment, for certification, and for improving the efficiency of employed personnel. Pursuant to KRS 18A.030(2)(c), with regard to employee actions, please be advised that when education and/or training listed on the employee's application was used to determine minimum qualification requirements for the job classification were met, the employee must provide original education documents for validation in order to maintain employment in that job. This may include transcripts, diplomas, and/or official training documentation, with requisite signatures and seals.

Effective immediately, these documents are due no later than the first day of the second month following the effective date of the employee action. Failure to comply will result in:

1. Termination from initial probation, and
2. Decertification from that job classification, for future applications, until the documentation is provided and validated, or
3. The movement to a different job classification for which the status employee qualifies

Questions concerning this matter should be directed to Teresa Harris, Assistant Director of the Division of Career Opportunities at Teresa.Harris@ky.gov.