



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 25-02

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

From: Mary Elizabeth Bailey, Secretary *MES*

Date: February 3, 2025

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

- Executive Branch State Employee Handbook
- Executive Branch Safety and Health Manual
- Security Awareness
- Accurate Time Reporting
- Sexual Harassment Prevention for Executive Branch Employees
- KDLA Electronic Records Training

The deadline for completing this enterprise training requirement, is **Friday, May 2, 2025**. Failure to comply will result in a required minimum rating of "Needs Improvement" for the Professional Development competency section of the 2025 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 are exempt from this training requirement and will not be assigned the curriculum: county fees, Property Valuation Administrators (PVAs), day laborers, Unified Prosecutorial System (UPS), elected officials, state active duty (SAD), contractors*, board/commission members, 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.