



Andy Beshear
GOVERNOR

PERSONNEL CABINET

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Mary Elizabeth Bailey
SECRETARY

MEMORANDUM

PERSONNEL MEMO 25-11

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

From: Mary Elizabeth Bailey, Secretary

Date: August 1, 2025

Re: **Changes to Initial Probationary Periods**

Annually, the Personnel Cabinet submits a request to the Personnel Board to amend administrative regulation 101 KAR 1:325, specifically to change the initial probationary period for certain job classifications. Therefore, we request that all agencies review their job classifications to determine whether there is a need to extend or shorten any probationary period.

Please submit requests to change initial probationary periods in writing, signed by the agency head, to Rebecca Ogden (contact information below) no later than close of business on September 1, 2025. Your request should include a detailed rationale for the proposed change. The Personnel Cabinet will review agency submissions and currently expects to submit proposed changes to the Personnel Board for consideration and approval at the October 2025 meeting.

Thank you for your attention to this matter.

For submission of written requests and all questions:

Personnel Cabinet
Department of Human Resources Administration
Division of Employee Management
Attn: Rebecca Ogden
501 High Street, 4th Floor
Frankfort, Kentucky 40601
(502) 564-6865 or RebeccaS.Ogden@ky.gov