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Mary Elizabeth Bailey
SECRETARY

MEMORANDUM

PERSONNEL MEMO 26-02

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

From: Mary Elizabeth Bailey, Secretary

Date: February 4, 2026

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 February 1, 2026. The purpose is to ensure employees remain aware of important personnel and security policies. Employees will receive email notification from MyPURPOSE once assigned.

Executive Branch Annual Training Curriculum

- Executive Branch State Employee Handbook
- Security Awareness
- Evaluate AI Tools in the Workplace
- How to Save a Life: How to Recognize the Symptoms of a Stroke – Act F.A.S.T.

The deadline for completing this enterprise training requirement, is **Friday, May 1, 2026**. 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), payroll only positions, interims, co-op/interns, scholarship trainees, contractors*, board/commission members, and KRS Chapter 16 employees who do not supervise or do not use Personnel Cabinet systems. KDE employees will receive a separate curriculum.

*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.