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Mary Elizabeth Bailey
SECRETARY

MEMORANDUM

PERSONNEL MEMO 26-09

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

From: Mary Elizabeth Bailey, Secretary

Date: May 19, 2026

Re: Use of Artificial Intelligence in Human Resource Tasks

As agencies begin to analyze ways in which artificial intelligence (AI) applications and tools may be useful to support daily business operations, please be reminded that the Commonwealth Office of Technology (COT) has issued clear guidance on the use of AI tools by state agencies.

In addition, the Personnel Cabinet recognizes that AI tools can enhance efficiency and assist with many routine Human Resources (HR) tasks; however, there are specific areas where the use of AI is not permitted. **Effective immediately, the use of AI tools and applications are not approved for reviewing applications, screening candidates, or making any selection decisions in the Executive Branch hiring process.** This restriction is necessary due to the potential for discriminatory bias that may be embedded in some AI algorithms, which could inadvertently impact protected classes and violate equal employment opportunity laws.

While use of AI is not approved for review and selection of applicants, HR staff may consider the use of AI for the following non-decision-making activities:

- Drafting job postings and position descriptions;
- Creating template letters;
- Summarizing non-confidential data or reports; or
- Generating sample interview questions

To the extent that AI is used for the above applications or other state government matters, all AI use must fully comply with:

- The Commonwealth Office of Technology AI Policy ([CIO-126 Artificial Intelligence Policy.pdf](#));
- All applicable data security agreements; and

- All confidentiality agreements.

HR staff and hiring managers are prohibited from entering any confidential, privacy-protected, or proprietary information into any AI tool. This includes applicant data, personal identifiable information (PII), Social Security numbers, medical information, or any other sensitive records.

All HR staff, including HR liaisons, as well as any staff who are involved in the hiring process, are responsible for compliance upon receipt of this directive.

Similar information regarding these AI limitations and permissible use will be added to the statewide Hiring and Selection Process training modules to ensure that all hiring managers and interview panels receive this guidance.

If you have questions about this policy please contact Jamie Caldwell, Commissioner of the Personnel Cabinet's Department of Human Resources Administration, at jamie.caldwell@ky.gov or Rose Holbrook, Assistant General Counsel of the Personnel Cabinet's Office of Legal Services at rosemaryg.holbrook@ky.gov. If you need assistance interpreting CIO-126, please contact the Commonwealth Office of Technology Help Desk or your agency's designated AI policy coordinator.