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PERSONNEL CABINET

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connection

The Official Newsletter for State Employees

December 2023

Featured News



What's in this edition?

- State Employee Open House
- Governor's KECC Message
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State Employee Open House

Governor Andy Beshear cordially invites you to this year's State Employee Open House.

December 15, 2-4 p.m.

**Governor's Mansion Garden
704 Capitol Avenue
Frankfort, KY 40601**

Guests are encouraged to bring a new and unwrapped stuffed animal or journal as part of First Lady Brittainy Beshear's Christmas gift drive. This year's drive will benefit ZeroV, the statewide coalition dedicated to creating safe lives and thriving futures for survivors of intimate partner violence and their children.

Employees should be given up to two hours to attend this event, with supervisor approval.



KECC Message from Governor Beshear

As Governor, I'm truly honored to witness the hard work and dedication of our state employees each and every day. The services you provide our citizens are impactful and are a major reason Kentucky is the place folks want to live, work, and raise a family.

As we approach the final weeks of the 2023 Kentucky Employee Charitable Campaign, we want you to help us raise record-breaking support again this year.

Your never-ending KECC generosity is just one more way Team Kentucky helps its neighbors to ensure they have the vital services they need.

- Professional Development Opportunities
- 2023 Adoption Benefits Announcement
- Winter Safety Tips



**Get Started on
MyPURPOSE Today!**

- Access over 2,000 online training courses and webinars.
- Connect with team members virtually.
- Apply for career opportunities.

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**[CLICK HERE TO ACCESS
PERSONNEL EVENT
CALENDAR](#)**



Compensation Regulation Amendments

Several amendments to Personnel Cabinet compensation regulations were effective December 5, 2023. A listing of the impacted regulations are listed below for your awareness. Details are available on the [Personnel Cabinet website](#). If you have questions, please contact your agency HR office.

101 KAR 2:034 – Classified compensation administrative regulations

- Section 1. New Appointments
- Section 2. Reentrance to Classified Service
- Section 3. Salary Adjustments
- Section 4. Salary Advancements
- Section 9. Supplemental Premiums
- Section 10. Employee Recognition Award (ERA)
- Section 11. Adjustment for Continuing Excellence (ACE) Award

101 KAR 3:045 – Compensation plan and pay incentives for unclassified service

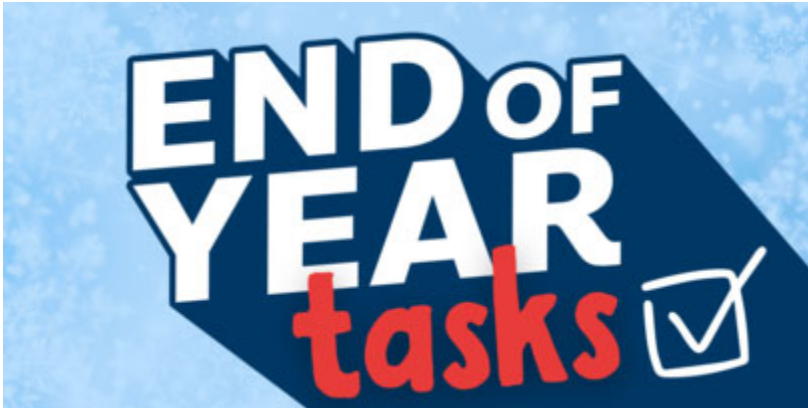
- Section 2. Reentrance to State Service
- Section 8. Supplemental Premiums
- Section 9. Employee Recognition Award (ERA)
- Section 10. Adjustment for Continuing Excellence (ACE) Award

101 KAR 2:095 – Classified service general requirements

101 KAR 2:180 – Employee performance evaluation system

**BLOOD DONATIONS
NEEDED!**

[Click here for Blood Donation
Information](#)



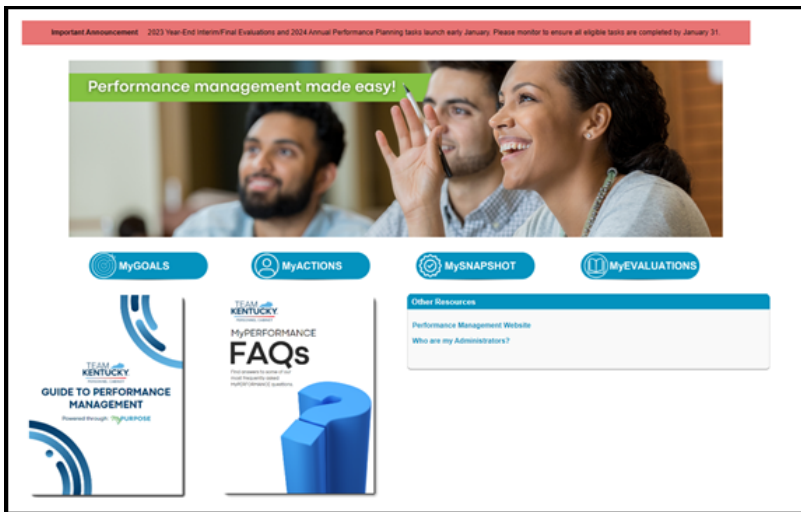
It's that time of year when we encourage employees to complete some general housekeeping tasks within KHRIS Employee Self-Service (ESS). Please log into ESS and complete the following:

- *Personal Profile*
 - Have you moved in 2023? Please check your home address for necessary updates. If you do make a change, please let your agency HR office know in case they need to update your taxes.
 - Check your emergency contacts. Do you need to add someone or update an existing contact's phone number?
- *Election for Online W-2*
 - Are you still receiving a paper W-2 a couple of weeks after your co-workers receive theirs electronically? If you are, this is the time to elect an online W-2. It's secure and faster than waiting for the paper version and remains available for you to access at any time.
 - Simply log into KHRIS ESS and select the Election for Online W-2 tile. When the screen appears, select "New Election," which will then display your options for the current tax year. Select "Receive W-2 online." You'll be asked to confirm your election by selecting "OK." Four clicks is all it takes!

MyPERFORMANCE Refresh

At the beginning of January, both the 2023 Year-End Interim/Final Evaluation and 2024 Annual Performance Plan will launch for eligible employees in MyPURPOSE. Employees, you have an important role in the process; providing feedback to your manager is essential and easy by completing your Self Reviews!

The Performance Management team is excited to release a refreshed performance home screen within MyPURPOSE! We've added quick links to the most visited resources and renamed button links to describe navigation more accurately.



We encourage you to review the online tutorials, Guide to Performance Management for Employees and Evaluators! Simply search for the course title and select request in MyPURPOSE!

Please ensure performance reviews are completed by January 31, 2024. If you have questions, contact your agency performance management administrator or review resources on the [Performance Management](#) website.



Holidays for State Personnel

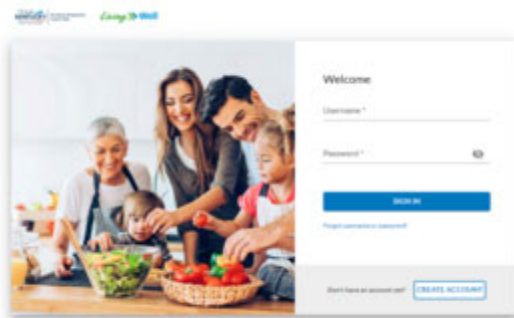
State offices shall be closed and state employees shall be given a holiday on the following days:

2023 Holidays

- Monday & Tuesday, December 25, 26 - Christmas
- Friday & Monday, December 29, January 1 - New Year's

2024 Holidays

- Monday, January 15 - Martin Luther King, Jr.'s Birthday
- One-half day, Friday, March 29 - Good Friday
- Monday, May 27 - Memorial Day
- Thursday, July 4 - Independence Day
- Monday, September 2 - Labor Day
- Tuesday, November 5 - Presidential Election Day
- Monday, November 11 - Veterans Day
- Thursday & Friday, November 28-29 - Thanksgiving
- Tuesday & Wednesday, December 24, 25 - Christmas
- Tuesday & Wednesday, December 31, January 1 - New Year's



Don't Delay - Claim Your WebMD Rewards!

All 2023 Engagement rewards must be redeemed no later than December 31, 2023. These rewards do not roll over and cannot be accessed after 12/31/23. Log in to [WebMD](#) to claim your rewards now!



We want to remind everyone that the use of all tobacco products and e-cigarettes is prohibited on all state property, inside or outside buildings ([view maps here](#)). The use of all tobacco products and e-cigarettes is also prohibited in state vehicles and in personal vehicles while parked on state property. For more information, see the [executive order](#) related to tobacco use on state property.

In addition to health risks, we are concerned about potential fire hazards if cigarettes are discarded near state office buildings, especially into flammable greenery or mulch. If using tobacco products, please do so off of state property and dispose of cigarettes safely.

- For more information, visit [Tobacco Free Kentucky](#) or Kentucky's [Tobacco Prevention and Cessation Program](#).

For help quitting tobacco:

Call Quit Now Kentucky at [\(800\) QUIT-NOW](#) or [\(800\) 784-8669](#)
Text Quit Now Kentucky at QUITNOW to 333888 For online assistance, go to [Quit Now Kentucky](#).

Thank you for your understanding and cooperation.



What does retirement mean to you?

Learn about making Deferred Compensation work for you throughout your employment and beyond! The Personnel Cabinet has released a new online training within MyPURPOSE called, Kentucky Deferred Compensation Authority: What Does Retirement Mean To Me? This training covers: How to save when you start your career, managing your account during working years and getting ready for retirement. This training is intended for you to revisit as you hit these milestones throughout your career. Register today to be sure you understand and get the most out of your savings!



Save More in '24 with Kentucky Deferred Comp

Check out these tools to stay on track to your Financial Goals in 2024!

- On-demand and live [webinars](#)
- [Tools](#) such as [My Investment Planner](#)SM to review your asset allocation and [My Interactive Retirement Planner](#)SM to help you set goals and prepare a personalized Retirement Readiness Report
- [Kentucky Retirement Specialists](#) who are here to help you with your retirement journey
- Our [Financial Planning Program](#), which is an included service for all KDC participants and is designed to help you create a comprehensive financial plan; this service is conducted by Certified Financial Planner® professionals to help you with setting goals, saving, identifying retirement income sources and more.

Remember, when you want to review your progress toward long-term financial wellness, Kentucky Deferred Comp is here to help. It's always your plan, your way. Just contact:

- Your [local Kentucky Retirement Specialist](#)

- A [Frankfort-based Internal Retirement Specialist](#)



Upcoming Professional Development Opportunities

View the professional development opportunities provided by the Kentucky Employees Assistance Program and Governmental Services Center. Click the links below to register in MyPURPOSE! Manager approval is required.

***Designated workshops are eligible for continuing education credit for credential holders.** KEAP is an approved sponsor of continuing education by the KY Board of Examiners of Psychology, the KY Board of Social Work, and the KY Board of Alcohol & Drug Counselors.

January

- January 10, 10:30-11:30 AM EST: [Fundamentals of Personal Budgeting](#)
- January 17, 10:30-11:30 AM EST: [Habit, Willpower and Change*](#)
- January 24, 10:30-11:30 AM EST: [Burnout: Definitions, Diagnosis and Prevention*](#)

February

- February 6, 10:30-11:30 AM EST: [Verbal De-escalation*](#)
- February 14, 10:30-11:30 AM EST: [Credit Repair](#)
- February 20, 10 AM-12 PM EST: [Virtual Classroom: Customer Service](#)
- February 21, 10:30-11:30 AM EST: [Mindfulness: Managing the Emotional Brain*](#)

March

- March 5, 10:30-11:30 AM EST: [Sleep Matters*](#)
- March 14, 10 AM-12 PM EST: [Virtual Classroom: eLearning Basics](#)
- March 19, 10:30-11:30 AM EST: [Your Most Healthy Brain*](#)

- March 27, 10:30-11:30 AM EST: [Change Challenge*](#)
- March 28, 10 AM-12 PM EST: [Virtual Classroom: Customer Service](#)

Managing Work Relationships Curriculum

Be sure to register for the curriculum and then the individual sessions!

- January 18, 10 AM-12 PM EST: [Virtual Classroom: Understanding Your Social Style](#)
- January 23, 10 AM-12 PM EST: [Virtual Classroom: Understanding Your Social Style](#)
- February 1, 10 AM-12 PM EST: [Virtual Classroom: Adapting Your Social Style](#)
- February 6, 10 AM-12 PM EST: [Virtual Classroom: Adapting Your Social Style](#)

Leading from Every Level Curriculum

- February 8, 10 AM-12 PM EST: [Virtual Classroom: Defining Leadership](#)
- February 13, 10 AM-12 PM EST: [Virtual Classroom: Defining Leadership](#)
- February 22, 10 AM-12 PM EST: [Virtual Classroom: Developing Your Leadership Plan](#)
- February 27, 10 AM-12 PM EST: [Virtual Classroom: Developing Your Leadership Plan](#)
- March 7, 10 AM-12 PM EST: [Virtual Classroom: Driving Results Through Communication](#)
- March 12, 10 AM-12 PM EST: [Virtual Classroom: Driving Results Through Communication](#)



Great News! Adoption Benefits for State Employees

We are so excited to announce that the Commonwealth of Kentucky has been recognized **once again** by the Dave Thomas Foundation for Adoption as one of the Best Adoption-Friendly Workplaces in the government industry!

Currently, we offer up to \$7,000 in the form of a reimbursement, a stipend, or combination thereof to help cover adoption

expenses as well as offset future medical or educational expenses.

We are thrilled to offer our adoption benefits and hope that our employees continue to utilize this program. [Click here to learn more about your eligibility or to apply for these benefits.](#)



To help you save more for education, Joe Wilcox, field representative for KY Saves 529, is offering free webinars. Attendees will have a chance to win a \$529 account! With gift season approaching, Joe will also demonstrate an easy way to invite friends and family to give the gift of education.

KY Saves 529 is Kentucky's 529 plan. With professionally managed investments, tax advantages and other features, it can help you save more for a child's education. Anyone can open an account: parents, grandparents, relatives, and friends. Savings can be used to pay for college, trade school, community college and more. [Click Here](#) to register for a webinar. Or visit www.ky529.com to learn more or open an account.



Winter weather is beautiful, but it can cause some serious safety hazards. Governor Beshear declared December 2nd through 9th **Winter Weather Awareness Week** to highlight the importance of taking necessary precautions.

brings.

Please see these safety tips to stay prepared for whatever winter

[Winter Storm Information Sheet](#)

About the Personnel Cabinet

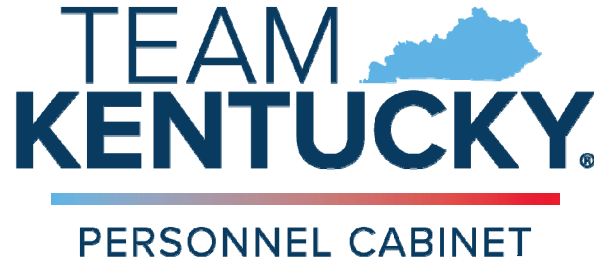
The Personnel Cabinet provides leadership and guidance to: attract, develop, motivate and retain a talented, diverse workforce; foster an understanding of and adherence to regulatory requirements; and create a positive, supportive work environment that values all employees.

The Personnel Cabinet is located at 501 High Street, Frankfort, KY 40601
Normal business hours are from 8 a.m. to 4:30 p.m.

EEO Statement

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.

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