



PERSONNEL ISSUES & YOU

UPPS Newsletter 2010-4

Message from the Director

In this Issue: Jul 2010

I hope everyone enjoyed a safe and happy holiday weekend!

In each newsletter we'll be reviewing an HR topic. If there is a topic you would like us to address across all agencies, please let me know.

Thank you,

Mary Elizabeth Harrod

- HB 149
- Nature of Action Codes
- New Employee
- PA/Position Posting
- Savings Bonds
- Payroll Schedules
- In-range Appointments
- Detail to Special Duty
- OM/Position Posting
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Personnel Administration

House Bill (HB) 149:

HB 149 was signed into law on April 13, 2010. This bill made several significant changes to 18A. Listed below are the changes that specifically affect the Division of Employee Management and our systems.

- Administrative Leave: HB 149 allows agencies to place an employee who has received an intent to dismiss letter on paid administrative leave until the agency makes a final determination on the employee's dismissal.
 - The following have been created to allow this course of action:
 - W42: Special Leave with Pay/Administrative Leave
 - S53: Return with Pay/Administrative Leave
- Appointments: HB 149 extends the initial probationary period of a former unclassified employee to 12 months before gaining status if they have never held previous classified service or have been separated from their previous unclassified position for at least 180 days prior to the effective date of their appointment to classified service.
 - The following have been created for the appointment of this type of employee.
 - A18: Previously Unclassified Employee with No Prior Classified Service-Minimum of Grade
 - A19: Previously Unclassified Employee with No Prior Classified Service-Up to the Mid-point of Grade
- Block 50 Ineligible Listing: HB 149 makes Executive Secretary I, II, III classifications ineligible to receive Block 50 payments.
 - They have been added to the Job Classes and Agencies Not Eligible for Block 50 Payments listing.

All of these changes, due to HB 149, will be effective **August 1, 2010**.

Nature of Action Codes:

A full and updated listing of our Nature of Action Codes can be found on the last page of Chapter 2 in the Procedures Manual for Personnel/Position Actions on our website at: <http://personnel.ky.gov/NR/rdonlyres/3F85BBF7-F81B-4698-B19B-52FC13EE239D/0/pers2s3.pdf>.

New Employee:

We are happy to announce that Shona Alderson, from the Division of Career Opportunities, transferred to our Personnel Administration Branch, effective July 1, 2010. Shona has been with the Personnel Cabinet for 11 years and we are very happy to have her join our division.

Commissioner
Sissy Meredith
Department of Human Resources
Administration

Secretary
Nikki R. Jackson
Personnel Cabinet

Director
Mary Elizabeth Harrod
Division of Employee
Management

Position Posting:

In the very near future we will be advertising for a Personnel Program Manager (Personnel Administration Branch Manager) due to Carolyn Bruce's impending retirement. If you are interested in applying, please watch for the posting through COS.

Payroll

Savings Bonds:

Effective January 1, 2011, the U.S. Department of Treasury will no longer issue paper savings bonds through employer-sponsored payroll savings plans. The Department of Treasury recommends that employees set up a savings bond account individually through TreasuryDirect, their on-line system. Individuals may continue to purchase paper bonds at financial institutions.

In preparation for this change, the Personnel Cabinet is planning to phase out existing bonds in UPPS and transition employees to TreasuryDirect. First, no new bonds should be established in UPPS effective July 15, 2010. If an employee wishes to set up a new bond, please direct the employee to TreasuryDirect at www.TreasuryDirect.gov. Instructions for opening a TreasuryDirect account are here:

http://www.frb services.org/ext_content/payrollorg/files/standard_participants_td_acct_setup.pdf. Employees can participate in TreasuryDirect by providing their banking information and having deductions made directly from their bank account. Through this convenient and secure web-based system, employees will be able to purchase, manage, and redeem electronic savings bonds online 24-hours a day. Through TreasuryDirect, they will also be able to purchase Treasury marketable securities such as bills, notes, bonds, and Treasury Inflation-Protected Securities (TIPS) to expand their savings portfolios.

Existing bonds will be phased out in steps. The Personnel Cabinet will identify bonds that are purchased incrementally and inactivate those bonds deductions once a full bond is purchased, to avoid the scenario of needing to refund partial bond purchases. Bonds purchased fully within a single pay period will be stopped by an as-yet-undetermined date. As these steps and dates are finalized, we will communicate information to agency HR Administrators and to affected employees, including detailed information regarding TreasuryDirect and the process of setting up an account for electronic bond purchase through TreasuryDirect. If there are any questions in the meantime, please contact the Payroll Branch.

Upcoming Payroll Schedules:

July 2010						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 JUN 16-30 Manual pay & health ins. update	2 JUN 16-30 Manual pay & health ins. update	3
4	5 JUN 16-30 STATE HOLIDAY INDEPENDENCE DAY	6 JUN 16-30 Manual pay & health ins. Update. Last day p1's can be approved for payroll.	7 JUN 16-30 Manual pay update files go down at 1:00 and remain down. RUN PAYROLL	8 JUN 16-30 No Update	9 JUN 16-30 Update/ health ins.	10
11	12 JUN 16-30 Update/ health ins.	13 JUN 16-30 Update/ health ins. Last day p1's can be approved for supp payroll	14 JUN 16-30 Update – files go down at 1:00 & remain down. RUN SUPP PAYROLL Update after supp with p1's only.	15 JUN 16-30 No Update PAYDAY	16 JUL 1-15 Manual pay & health ins. update	17
18	19 JUL 1-15 Manual pay & health ins. update	20 JUL 1-15 Manual pay & health ins. Update. Last day p1's can be approved for payroll.	21 JUL 1-15 Manual Pay update files go down at 1:00 and remain down. RUN PAYROLL	22 JUL 1-15 No Update	23 JUL 1-15 No Update	24
25	26 JUL 1-15 Update/ health ins.	27 JUL 1-15 Update/ health ins.	28 JUL 1-15 Update/ health ins. Last day p1's can be approved for supp payroll	29 JUL 1-15 Update – files go down at 1:00 & remain down. RUN SUPP PAYROLL Update after supp with p1's only.	30 JUL 1-15 No Update PAYDAY	31

August 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 JUL 16-31 Manual pay & health ins. update	3 JUL 16-31 Manual pay & health ins. update	4 JUL 16-31 Manual pay & health ins. Update. Last day p1's can be approved for payroll.	5 JUL 16-31 Manual pay update files go down at 1:00 and remain down. RUN PAYROLL	6 JUL 16-31 No Update	7
8	9 JUL 16-31 Update/ health ins.	10 JUL 16-31 Update/ health ins.	11 JUL 16-31 Update/ health ins. Last day p1's can be approved for supp payroll	12 JUL 16-31 Update – files go down at 1:00 & remain down. RUN SUPP PAYROLL Update after supp with p1's only.	13 JUL 16-31 No Update PAYDAY	14
15	16 AUG 1-15 Manual pay & health ins. update	17 AUG 1-15 Manual pay & health ins. update	18 AUG 1-15 Manual pay & health ins. Update. Last day p1's can be approved for payroll.	19 AUG 1-15 Manual pay update files go down at 1:00 and remain down. RUN PAYROLL	20 AUG 1-15 No Update	21
22	23 AUG 1-15 No Update	24 AUG 1-15 Update/ health ins.	25 AUG 1-15 Update/ health ins.	26 AUG 1-15 Update/ health ins. Last day p1's can be approved for supp payroll	27 AUG 1-15 Update – files go down at 1:00 & remain down. RUN SUPP PAYROLL Update after supp with p1's only.	28
29	30 AUG 1-15 No Update PAYDAY	31 AUG 1-15 No Update				

Classification & Compensation

In-Range Appointments:

Questions have arisen from several agencies when evaluating salary adjustments for employees due to an in-range appointment. In the late 1990's the Personnel Cabinet left the determination to the appointing authority in each agency as to which employees should be adjusted when an in-range appointment is made. The regulations state that any employee earning less than the new appointee must be adjusted to the same salary if the employee is in the same class, the same work county, and "has a similar combination of education and experience relating to the job classification." We have been asked how to interpret "a similar combination of education and work experience?" The following questions should be answered when reviewing other employees:

- 1) By how much does the new employee exceed the minimum requirements in the class specification?
- 2) Do other employees below the salary of the new employee exceed the minimum requirements by the same amount or more?

If any employee matches or exceeds the new employee's education and training, he must receive a salary adjustment equal to the salary of the new employee.

What about a situation where the agency asks for specific experience in a program area in the posting of a vacant position? If the agency has a strong business reason for requiring such experience, it is appropriate to consider this experience when comparing current employees' education and training with that of the new employee.

If you have any further questions regarding in-range appointments, please contact Jim Lambert, Classification and Compensation Branch Manager at 502/564-6832 or by email at Jim.Lambert@ky.gov.

Detail to Special Duty:

The Personnel Cabinet has reviewed the process of what has formerly been referred to as “back-to-back” details or renewed details. We have determined the regulation clearly provides for a time-limited detail of 12 months, the Personnel Cabinet will not bypass that language and its intent. However, the Cabinet also recognizes that due to reduced work forces and additional budgetary constraints, it may be necessary for an agency to have an employee serve in an acting capacity for a period longer than 12 months.

Our guidelines for considering and approving a second Detail to Special Duty are as follows:

- 1.) There must be a minimum 30 day break before an employee may be detailed to the same position;
- 2.) Prior to expiration of the first detail, the agency must submit written justification to the Director, Division of Employee Management, Personnel Cabinet explaining the business necessity for the additional detail;
- 3.) Personnel Cabinet approval is necessary in advance before submitting the personnel action;
- 4.) No requests will be considered for a third detail to the same position.

Organizational Management (Security)

Position Posting:

We will soon be advertising for a Resource Management Analyst II. This person will perform security duties for our enterprise wide HR systems. We're looking for experience in Human Resources Administration and prefer experience working in UPPS-CICS or COS and entry level information technology. If interested, please watch for the posting through COS.

Governmental Services Center

Training Available through the Governmental Services Center (GSC):

Training is a critical part of employee development, providing managers and staff members with the knowledge and skills they need for high performance. GSC offers a full range of training solutions from our catalog of core courses to the development of original, fully customized programs. To ensure your training is effective and provides value to both the individual participants and the organization, many resources are available.

- Did you know GSC offers [tutorials](#) for Microsoft Office 2007?
- Did you know GSC offers resources to help you learn [Spanish](#)?
- Did you know GSC offers short, 3-7 minute, [videos](#) on a variety of development topics?
- Did you know GSC offers a monthly publication called [The GSC Advantage](#), with information on customer service, business writing and much more?

If you haven't checked out [GSC the website](#) lately, you don't know what you're missing!
Please share with your employees these human resource development opportunities!

PERSONNEL CABINET TELEPHONE LISTING, June 01, 2010

OFFICE OF THE SECRETARY, 3rd Floor (564-7430)	
Secretary Nikki Jackson Deputy Sec. Tim Longmeyer Joyce Wilcher, x 564-6798 Sonja Cox, x 564-6791	Bill Ryan, x 564-6531

OFFICE OF ADMINISTRATIVE SERVICES, 3rd Floor (564-7430)	
Walt Gaffield Suzette Gash, x 564-6738 Scott McKenzie, x 564-6770	Sherry Kefauver, x 564-3638 Rachel Kennedy, x 564-6740 Elinda Manley, x 564-6758 Angela Spencer, x 564-6656

OFFICE OF LEGAL SERVICES EXEC DIRECTOR'S OFFICE, 3rd Floor (564-7430)	
Dinah Bevington Sue Britton, x 564-6773 H. Howell Brady, x 564-6797	Joe Cowles, x 564-6804 Tanya Lawrence, x 564-6783 Charles Wells, x 564-6061

OFFICE OF EMPLOYEE RELATIONS EXEC DIRECTOR'S OFFICE, 3rd Floor (564-7911)	
Mary Hook Dana Harvey, x 564-7824 Darlene Stewart, x 564-5953 Nila Meeks x 564-9818	SAFETY PROGRAM Scott Gasser, x 564-6814
WORKERS COMPENSATION (564-6847) 888-860-0302 Jeffrey Hockensmith, x 564-6642 Matthew Hutcherson, x 564-6645 Valerie McGraph, x 564-6648 Mary Greenwell, x 564-6815 Megan Poe, x 564-6654	LIFE INSURANCE (564-4774) 800-267-8352 Dana Pitcock, x 564-5599 Gaye Adcock, x 564-5591 Michele Ellis, x 564-5592 Melinda Giles, x 564-5593 Joe Hughes, x 564-5595 Jeri Payton, x 564-5596 Kim Quinn, x 564-5598
RETURN TO WORK (564-0348) Donna Shelton, x 564-6625 Melissa Clay, x 564-0348	WORKPLACE RELATIONS Linda House Patrick, x 564-5974
EMP ASSISTANCE BUSH BLDG (564-5788) 800-445-5327 Trina Koontz, x 223 Zack Culver, x 225 Barbara Henderson, x 222 Rebecca Waddle, x 221 Susan Gaffield, x224	EMPLOYEE RECOGNITION Debbie Bohannon, x 564-5954 Mandi Flynn, x 564-5955

OFFICE OF DIVERSITY AND EQUALITY EXEC DIRECTOR'S OFFICE , 1st Floor (564-8000)	
Arthur Lucas Singer Buchanan, x 564-5992 Colene Elridge, x 564-6869	Clint Morris, x 564-5313

GOVERNMENTAL SERVICES CENTER	
@ Kentucky State University, 400 East Main Street Academic Services Bldg - 4 W, Frankfort, KY 40601 Main Number: 502/564-8170 or 564-7455	

EXEC DIR'S OFFICE Wes Swarner Blaike Wellington, x 221 Dawn Williams, x256	TRAINING & EMPLOYEE DEVELOPMENT Jeanne Olivas, x 243 Kimberly Bynes, x 245 Katy Cave, x 253 Jerry Pile, x 235 Kimberly Rulo, x 254
PERFORMANCE MGMT (564-3090) Stan Riley, x 225 Dawn Redmon, x260	ORGANIZATIONAL DEVELOPMENT Tim Anderson, x 247 Taylor Carter, x 237 Jamille Smith, x 238 Rick Schad, x 236

CENTER OF STRATEGIC INNOVATION EXEC DIRECTOR'S OFFICE, 3rd Floor (564-7430)	
Crystal Pryor Jamie Allen, x 564-9657 Lee Cowherd x 564-6811 Tina Goodmann, x 564-5973 Robin Hartman, x 564-6552	Dera Lindsay, x 564-5588 Tammy McNew, x 564-5923

KY PUBLIC EMPLOYEES DEFERRED COMP AUTHORITY 101 SEA HERO ROAD, SUITE 110 (573-7925) 800-542-2667 persdeferredcomp@ky.gov	
EXEC DIR'S OFFICE Robert C. Brown Chris Biddle Pat Goodlett Chris Helvey Neal Lanham Timothy Lanham Claudia Morton Connie Smith Paula Gray	INVESTMENT & RECORDS Sandi Whitaker Tracy Adams Leanne Barger Diane Collins Amanda Hansel Barbara Hedrick Amy Mosby Amy LeRoy
PAYOUT COUNSELING Eric Simpson Julie Gordon Julia Holbrook Kelley Peach April Smyth Kristey Warfield	PARTICIPANT SERVICES Jean Henning Sandra Baker Floyd Boler Mary Brouse Nida Clary Donna Towles Beverly Wilhoite

DEPARTMENT OF EMPLOYEE INSURANCE (DEI) COMMISSIONER'S OFFICE, 2nd Floor (564-0358)	
Fred Nelson Jenny Goins	Stephanie Marshall, x 564-5506 Tracie Meyer, x 564-6731 LuLu Mwale, x 564-5494

DIVISION OF INSURANCE ADMINISTRATION DIRECTOR'S OFFICE (564-0358)	
Jeff Barr, x 564-5513	

MEMBER SERVICES (564-6534) 888-581-8834 Christle Burkhead, x 564-5610 Sherry Davis, x 564-5611 Margaret Hensley X 564-5518 Lynn Jones, x 564-5654 Clara Serafini, x 564-5643 Jacqueline Saylor 564-5626	ENROLLMENT INFORMATION (564-1205) Barbara Meyer-Hughes, x564-5530 Kim Collins, x 564-5532 Kimberly Dennis, x 564-9638 Brittany Mink, x 564-1205 Mamatha Kotha, x 564-5554 Phillip Luckett, Sr., x 564-5534 Teresa Shipley, x 564-5545 Jeffrey Wiley, x 564-5556 Christina Winans, x 564-5558
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DIVISION OF FINANCIAL & DATA SERVICES DIRECTOR'S OFFICE	
Cindy Stivers, x 564-6730 Bruce Cottew, x 564-6732	

DATA ANALYSIS (564-7101) Paula Chisholm, x 564-6723 Vickie Poole, x 564-6724	FINANCIAL MANAGEMENT (564-9097) Lisa Momenpour, x 564-5676 Lori Elder, x 564-5667 Beth Gebhart, x 564-5713 Lea Howard, x 564-5668 Michelle James, x 564-5669 Michael Kolokowsky, x 564-5719 Annette Osborne, x 564-5666 Alexa Perry, x 564-5682 Brenda Roark, x 564-5699 Jonathan Smith, x 564-5683 Cindy Thomas, x 564-5667 Irma Turner, x 564-5685
FLEXIBLE BENEFITS (564-0350) Donna Cordler, x 564-5601 Debbie Fraley, x 564-5602 Mae Green, x 564-5603 Hannah Stanfield, x 564-5608	

PERSONNEL CABINET TELEPHONE LISTING, June 01, 2010

DIVISION OF CAREER OPPORTUNITIES DIRECTOR'S OFFICE, 1st Floor (564-6920)	
Tracy Richardson, x564-5173 Karen Mixson, x 564-5291	
APPLICANT SERVICES (564-8030) Linda Brown, x 564-5272 Denice Driver, x 564-5223 Stuart Clark, x 564-5148 Roger Riddell, x 564-5150 Becky Singleton, x 564-5248 Theresa Wood, x 564-5266 Computer Lab x 564-5221 REGISTER (564-8030) Rick Davis, x 564-5197 Katharine Barber, x 564-5146 Roberta Brownlee, x 564-5192 Cheri Chambers, x 564-5195 Sharen Fogle, x 564-5202 Kay Goodwin, x 564-5203 Amy Ireland, x 564-9819 Martha Sherrow, x 564-5191 Sharon Smither, x 564-5207 Kay Wallace, x 564-5214	HUMAN RESOURCES CERTIFICATION (564-8030) Mitchell Adair, x 564-5161 Shona Alderson, x 564-5268 Scotty Barker, x 564-5271 Harold Hall, x 564-5293 Debbie Hatfield, x 564-5298 Larry Ibershoff x 564-5190 Rose Nipp, x 564-5292 Marietta Thompson, x 564-5275 Maureen Travers, x 564-5294 RECRUITMENT (564-8030) Linda Brown, x 564-5272
DIVISION OF TECHNOLOGY SERVICES DIRECTOR'S OFFICE, 3rd Floor (564-4690)	
Robble Perkins, x 564-5127 Randy Meek, x 564-5583 Holly Studler, x 564-5980	
SYSTEM ANALYSIS (564-4690) Michele Kays, x 564-6584 Evelyn Armstrong, x 564-6614 Todd Bailey x 564-5323 Robert Barberio, x 564-6537 Bill Bevil, x 564-5991 Rebecca Billings, x 564-6579 Wendy Campbell, x 564-5694 Peter Creal, x564-5925 Debbie Dawson, x 564-6577 Judith Duke, x 564-5302 Cindy Garton, x 564-6196 Richard Gee, x 564-6689 Kimberly Hatter, x 564-9828 Sean Higgins, x 564-9815 John Jacobson, x 564-4690 Rajat Jain, x 564-4690 Tiffinye Lee x 564-6761 John Macy, x 564-6494 Kelly O'Hey, x 564-4690 David Onkst, x 564-6810 Connie Page, x 564-6585 Neil Popplewell, x 564-5140 Rod Rayment, 564-5948 Lisa Rodhouse, x 564-5985 Evelyn Shelton, x 564-6561 Lisa Shelton, x 564-6781 Gaye Sopp, X 564-6561 Shannon Tuttle, x564-4690 Karen Waugh, x 564-6448 Debra Weber, x 564-5324 Rebecca Whitaker, x 564-5144 David White, x 564-7624 Jackie Willoughby, x 564-6614 Laurie Wilson, x 564-6549 Leisa Wood, x 564-7254 CLIENT SERVICES BRANCH Jason Ritter, x 564-8355 Todd Baggarily, 564-7825 Cindy Dempsey, x 564-8337 Jerry Jones, x 564-8335 Mark Kennedy, x 564-8356 Mike Rice, x 564-8136	APPLICATION DEVELOPMENT (1st Floor) James Koontz, x 564-6599 Derrick Banks, x564-4690 Ray Barfield, x 564-4690 Randy Denney, x 564-5121 Jim Fang, x 564-5529 Lisa Jeffrey, x 564-6713 Shirley Kantor, x 564-6695 Francis Kasu, x 564-6650 Steve King, x 564-5529 Aruna Lakshmanaperumalraja, x564-6562 Bryan Le, x 564-6562 Chei Lin, x564-4690 Raju Narasimhan, x 564-5921 Tho Nguyen, x564-6695 Emily Parr, x 564-6600 Linkin Pereira, x 564-5222 Rhonda Phillips, x 564-9822 Satish Punati, x 564-5994 Randy Robinson, x 564-4690 Pardha Saradhi, 564-5308 Brandon Short, x 564-6604 Jason Sizemore, x 564-8134 Donna Spivey, x 564-5944 Angie Taulbee, x 564-7107 Brian Vanderpool, x 564-4690 NETWORK SUPPORT (564-0198) pers.nsbhel@pdcs.kv.gov Lisa Rowe, x 564-5935 Travis Humphries, x 564-5920 Hong Lin, x 564-5986 Aaron McNulty, x 564-5919 Kathy Naber, x 564-5943 James Ross, x 564-5928 Jason Rowland, x 564-5918 Server Room, x 564-5171 Work Room 324, x 564-5714 OPEN PORTAL SOLUTIONS Troy Belcher, x No Phone Matthew Butts, x 564-5908 Palge Gottlieb, x 564-5906 David Kaellin, x 564-5908 John O'Connor, x No Phone

DEPARTMENT OF HUMAN RESOURCES ADMINISTRATION COMMISSIONER'S OFFICE, 3rd Floor (564-7571)	
Sissy Meredith Alaina Myers, x 564-9823	Missy McCray, x 564-6817 Joyce Schrenger, x 564-5305
DIVISION OF EMPLOYEE MANAGEMENT DIRECTOR'S OFFICE, 3rd Floor (564-6464)	
Mary Elizabeth Harrod, x564-6619 Larry Gillis, x 564-6618	Stephanie Carpenter, x 564-6616 Flo Warner, x 564-5264
PERSONNEL ADMINISTRATION (564-6873) Carolyn Bruce, x 564-6657 Lisa Case, x 564-6665 Dena McGuire, x 564-6669 Paula Round, x 564-6670 PAYROLL (564-6883) Yvonne Richmond, x 564-6718 Gail Cooper, x 564-6709 Sandra Douglas, x 564-6715 Shannan Goodrich, x 564-6711 Greg McGaughey, x 564-6714 Natalie Jackson, x 564-6762 Karen Lynn, x 564-6701	CLASS & COMP (564-5300) Jim Lambert, x 564-6832 Carla Gray, x 564-6825 Cassie House, 564-6826 Dawn Moreland, x 564-6819 Debbie Parido, x564-6859 ORGANIZATIONAL MANAGEMENT (564-6464) Vickie Hatchel, x 564-6831 Myrissa Beers x 564-6624 Mark Thompson, x 564-6865

Career Opportunities (1 st Fir)	TTY 564-4306
Career Opportunities (Dir / Register) (1 st Fir)	FAX 564-3588
Career Opportunities (HR Cert) (1 st Fir)	FAX 564-0512
Class & Comp (3 rd Fir)	FAX 564-0222
Deferred Comp	FAX 573-4494
DEI Commissioner/Member Services (2 nd Fir) ...	FAX 564-5278
DEI Enrollment Information (2 nd Fir).....	FAX 564-1085
DEI Financial Management (2 nd Fir).....	FAX 564-0715
DEI Flexible Benefits Branch (2 nd Fir)	FAX 564-0364
Employee Management, Dir's Office (3 rd Fir)	FAX 564-1823
Employee Relations (3 rd Fir)	FAX 564-4311
Governmental Services Center (KSU)	FAX 564-2732/ 564- 8056
KHRIS Projects (3 rd Fir)	FAX 564-1507
KEAP (Bush Building)	FAX 564-5189
Life Insurance (3 rd Fir)	FAX 564-4034
Network Support (3 rd Fir)	FAX 564-2274
Personnel Admin., Comm's Off. (3 rd Fir)	FAX 564-7603
Processing & Payroll (3 rd Fir)	FAX 564-5826
Performance Mgmt (KSU)	FAX 564-2675
Return to Work (3 rd Fir)	FAX 696-5228
Secretary's Office (3 rd Fir)	FAX 564-7603
Workers Comp (3 rd Fir)	FAX 564-9119
Canteen (1 st Fir)	227-2279
Facilities Management – Jennifer Fey	330-3392 (cell)
Frankfort Police Department.....	502-875-8582
Frankfort City Emer (Amb, Fire & Police)	911 / 502-875-8500
Kentucky State Police (Frankfort Post)	502-227-2221
Legal Conference Room 328A	502-564-3651
Personnel Admin. Conference Room 318.....	502-564-3654
SOB Loading Dock.....	564-1475
SOB Front Desk Reception	564-9749
SOB Auditorium & 1 st Floor Training Rooms	Ashley.Evans@kv.gov
State Operator.....	800-222-5555/564-3130
Quick Copy	564-2670