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Carol M. Palmore  
Secretary

December 5, 2003

**MEMORANDUM**

**PERSONNEL MEMO 03 - 17**

**TO:** Cabinet Secretaries  
Agency Heads  
Personnel Executives

**FROM:**

  
Carol M. Palmore, Secretary

**SUBJECT:** Initial Probationary Periods

The Personnel Cabinet is in the process of requesting that the Personnel Board amend administrative regulation 101 KAR 1:325 to extend the standard initial probationary period for certain classes from six (6) months to twelve (12) months. The Personnel Board has requested that all agencies review the classes that they use to determine if there is a need to extend the probationary period. As you know, the process of amending an administrative regulation is both complex and lengthy. Therefore, the Board would prefer to submit all classes that are to be changed at the same time.

Please submit any requests for extension of the initial probationary period no later than January 10, 2004. Your request must include a detailed rationale for the change. The Personnel Cabinet will not recommend additional classes for changes for one year after January 10, 2004.



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