



COMMONWEALTH OF KENTUCKY
PERSONNEL CABINET
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Ernie Fletcher
Governor

Robert M. Duncan
Acting Secretary

December 12, 2003

PERSONNEL MEMO 03-20

MEMORANDUM

TO: Cabinet Secretaries
Agency Heads
Personnel Executives

FROM: Robert M. Duncan *Robert M. Duncan*
Acting Secretary of Personnel

SUBJECT: Employment Freeze Instructions

The Personnel Cabinet has received a number of questions with respect to the application of Executive Order 2003-023, which established a general freeze on the filling of positions. This communication will address those questions.

1. The filling and changing of all positions in the Executive Branch is frozen as of the beginning of business, December 9, 2003. This action applies to all appointments, promotions, reclassifications, reallocations, demotions, transfers, reinstatements, and reemployments.
2. The advertising of positions, except for essential positions, will be suspended.
3. Personnel actions that were in the process of approval but had not been finalized before December 9, 2003 will not be approved. No backdated P-1 actions will be considered.
4. A personnel action that had been approved in the personnel system before December 9, 2003 with an effective date of December 16, 2003 shall be voided and the agency shall advise the applicant that the position cannot be filled. Requests for exceptions to this requirement based on personal hardship must contain written justification and addressed to the Office of the Secretary of Personnel.
5. If an agency believes that the filling of a given position is critical to its mission, a memorandum explaining why the position should be filled should be submitted to the Office of the Secretary of Personnel. Agencies are advised to promptly submit requests to fill safety-sensitive positions. These actions will receive expedited treatment.
6. Additional information will be sent to the agencies as circumstances warrant.

Thank you for your cooperation.