



COMMONWEALTH OF KENTUCKY  
PERSONNEL CABINET  
200 FAIR OAKS LANE  
5<sup>th</sup> FLOOR  
FRANKFORT, KENTUCKY 40601

Ernie Fletcher  
Governor

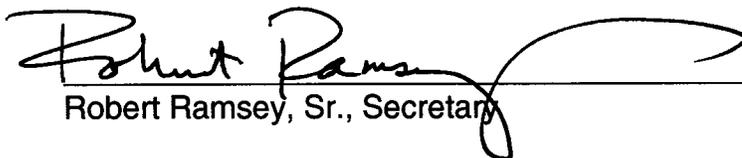
Robert Ramsey, Sr.  
Secretary

**MEMORANDUM**

**PERSONNEL MEMO 04-11**

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

**FROM:**

  
Robert Ramsey, Sr., Secretary

**DATE:** August 16, 2004

**SUBJECT:** Career Service Pins Procedure

Pursuant to KRS 18A.030, 18A.110, and 18A.202 the Personnel Cabinet is responsible for coordinating programs relating to awards, recognition, morale and motivation for state employees. Under the program we have adopted, when an employee reaches career status (completes 16 years of service) he or she will receive a career service pin and certificate. The official "Career Service" pin is available from the Personnel Cabinet at the very reasonable cost of \$1.35 each.

With this in mind, it has come to our attention that some agencies have elected to purchase and distribute service pins independent of this procedure and sometimes at a substantially higher cost. We discourage this practice in terms of cost and it tends to treat employees in an unequal manner based on the home agency's budget. We recommend that agencies adhere to the Personnel Cabinet's career service pin procedure as follows:

- The Employee Recognition Branch receives a report each month from the Payroll Branch indicating all 18A employees that have reached 16 years of service according to their annual leave.
- The Employee Recognition Branch will issue a Career Service Certificate and an accompanying pin.
- The Employee Recognition Branch will then forward these pins and certificates to the personnel administrators within the employee's agency for distribution.

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- The Employee Recognition Branch will inter-account the employee's agency for the cost of the service pin only. There is no charge for the certificate.

The Personnel Cabinet is considering an option to enhance this program by adding a retirement pin to properly thank the employee for such a strong commitment to public service. We hope to have this program designed and evaluated by the end of the calendar year.

If you have any questions or if any cabinet or agency is interested in purchasing service pins to "catch-up" employees who have already reached career status, please contact Debbie Bohannon, Division of Communications & Recognition, phone (502) 564-3433 or [DebbieR.Bohannon@ky.gov](mailto:DebbieR.Bohannon@ky.gov).

RR/RD/kbk