PERSONNEL CABINET

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**Brian J. Crall**
Secretary

# MEMORANDUM

**PERSONNEL MEMO 07-21**

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

**FROM:** Brian J. Crall, Secretary

**DATE:** September 7, 2007

**SUBJECT:** Interruption of Services – Personnel Cabinet Move

During the month of September the Personnel Cabinet will be moving to the State Office Building at 501 High Street, Frankfort, KY 40601. The Division of Staffing Services will move over a weekend to minimize the interruption of services for applicants and agencies. The Division of Staffing Services will be closing at noon on Friday, September 21 and will re-open to the public at 7:30 a.m. on Wednesday, September 26 for applicant services.

To facilitate posting of vacant positions and certifying registers to agencies please make provisions to allow for postings on September 12, 13, or 14 to have a fourteen (14) day posting window and be advised that any posting that closes on September 21 will not have a register filled and certified until Wednesday, September 26.

The Division of Employee Management will be moving during the week of September 17. To accommodate the agency needs and the move the last day to express any personnel action is September 14. Employee Management will be unable to approve personnel actions until September 20.

Employee Management will not be processing 12:040's, 12:050's or 12:210's between September 17 and COB September 19. Please have all non-merit paperwork to Classification and Compensation by COB September 14.

If you have any questions please contact the Department for Personnel Administration's Deputy Commissioner Barbara Barnes at (502) 564-6873 X4228.