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Nikki R. Jackson
Secretary

MEMORANDUM

PERSONNEL MEMO 08-27

TO: Cabinet Secretaries
Agency Heads
Personnel Administrators

FROM: Nikki R. Jackson, Secretary 

DATE: October 7, 2008

SUBJECT: Changes to Initial Probationary Periods

The Personnel Cabinet is in the process of requesting that the Personnel Board amend administrative regulation 101 KAR 1:325 to change the initial probationary period for certain job classifications. The Personnel Cabinet requests that agencies review the job classes that they use to determine if there is a need to extend or shorten any probationary period.

Please submit requests to change initial probationary periods in writing, signed by the agency head, to Sonja Cox no later than close of business on Friday October 31, 2008. Your request should include a detailed rationale for the proposed change. The Personnel Cabinet will review agency submissions and make a recommendation to the Personnel Board on proposed changes for the November Board meeting.

The Personnel Cabinet appreciates your attention to this important matter.