



PERSONNEL CABINET

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MEMORANDUM

TO: Cabinet Secretaries
Agency Heads
Personnel Administrators
Payroll Officers

FROM: Nikki Jackson, Secretary 

DATE: May 9, 2008

SUBJECT: Personnel Cabinet new regulations and amendments
101 KAR 2:034, 101 KAR 2:210, 101 KAR 2:220, and 101 KAR 2:230

On April 4, 2008, the Personnel Cabinet had both new regulations and regulation amendments go into effect. The essential features of regulations are as follows:

- 1) **101 KAR 2:034. Classified compensation administrative regulations. (Regulation amendment).**
 - Section 3. "Salary Adjustments" the phrase "*on or after the effective date of this administrative regulation*" (Section 3 (2)(b)) was deleted. Please be advised that the Personnel Cabinet will continue to process salary increases for employees who took a demotion without a salary reduction prior to January 14, 2002 and are subsequently moved to a position in the same or lower grade.
 - Section 9. "Multilingual Hourly premium." Pursuant to the guidelines set forth in this regulation, upon request by an appointing authority, the Secretary may authorize the payment of a supplemental multilingual hourly premium for an employee who is assigned to complete work duties in a specified foreign language. An employee completing work duties in a specified foreign language shall receive a multilingual hourly premium based on the percentage of time multilingual skills are performed. An appointing authority shall submit the multilingual premium request to the Personnel Cabinet in writing pursuant to the requirements of regulation.



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2) **101 KAR 2:210. Summary plan descriptions for the Public Employee Health Insurance Program. (Regulation amendment).**

- Pursuant to KRS 18A.2254, the Personnel Cabinet must incorporate by reference each plan year's summary plan descriptions for the Public Employee Health Insurance Program (also known as the Kentucky Employees Health Plan (KEHP)). This administrative regulation replaces the 2007 plan year summary plan descriptions and incorporates by reference the eleven (11) 2008 plan year summary plan descriptions. These 11 summary plan descriptions provide specific information on health plan coverage(s), prescription drug coverage(s), plan premium rates, rules, plan administration, exclusions, and appeal rights. The 2008 summary plan descriptions may be viewed on the Personnel Cabinet's webpage at: <http://personnel.ky.gov/benefits/dei/08planyear/benefits.htm>.

3) **101 KAR 2:220. Employee Educational Assistance Program. (New regulation).**

- The original regulation (101 KAR 2:220 filed in November 2007) was **WITHDRAWN** on March 27, 2008 and a new and updated version of the regulation (re-numbered 101 KAR 2:221) was re-filed on April 14, 2008. **The effective date of 101 KAR 2:221 is expected to be summer or fall 2008.** This administrative regulation empowers the Governmental Services Center (GSC) as responsible for issuing, administering, and monitoring the Employee Educational Assistance Program. Employee educational assistance is defined as the financial assistance provided to an employee by the employee's cabinet or agency for the purpose of continuing the employee's education or training, based on the educational needs of the workforce in the cabinet or agency, which results in improved workforce and assists the employee in the achievement of individual career goals. This regulation establishes the requirements relating to the Educational Assistance Program and ensures that agencies are encouraging the enrollment of state employees in academic courses and programs at Kentucky State University (KSU) when feasible.

4) **101 KAR 2:230. Kentucky Employee Mediation Program. (New regulation).**

- This administrative regulation establishes the operational procedures for the Kentucky Employee Mediation Program (KEMP). The Personnel Cabinet shall establish and administer the Kentucky Employee Mediation Program to coordinate mediations. As set forth in this regulation, an employee or supervisor may request mediation services through the KEMP in order to resolve workplace issues. Additional details may be viewed on the Personnel Cabinet's webpage at: <http://personnel.ky.gov/programs/kemp/default.htm>.

These Regulations may be viewed on the Legislative Research Commission's website at: <http://www.lrc.ky.gov/kar/TITLE101.HTM>.