



Steven L. Beshear
Governor

PERSONNEL CABINET

501 High Street, 3rd Floor
Frankfort, Kentucky 40601
Phone (502) 564-7430
Fax (502) 564-7603
www.personnel.ky.gov

Nikki R. Jackson
Secretary

MEMORANDUM

PERSONNEL MEMO 10-12

**To: Cabinet Secretaries
Agency Heads
Constitutional Officers
HR Administrators**

From: Nikki R. Jackson, Secretary 

Date: October 7, 2010

Re: Changes to Initial Probationary Periods

The Personnel Cabinet is once again engaged 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 all agencies review the job classes that they utilize 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 Jim Lambert (contact information below) no later than close of business on Friday, November 19, 2010. 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 January 2011 Board meeting.

PLEASE NOTE that due to the Commonwealth's transition to the Kentucky Human Resource Information System (KHRIS), any changes in probationary periods will not become effective until July 2011 at the earliest. As always, thank you for your attention to this important matter.

For submission of written requests and all questions:

Jim Lambert, Branch Manager
Personnel Cabinet
Classification and Compensation Branch
501 High Street, 3rd Floor
Frankfort, Kentucky 40601
(502) 564-6832 or Jim.Lambert@ky.gov



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