STEVE BESHEAR
GOVERNOR

COMMONWEALTH OF KENTUCKY
PERSONNEL CABINET
State Office Building
501 High Street, 3rd Floor
FRANKFORT, KY 40601
(502) 564-7430

TIM LONGMEYER
SECRETARY

MEMORANDUM

PERSONNEL MEMO 12-42

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

From: **Tim Longmeyer, Secretary** TML

Date: **October 17, 2012**

Re: **Changes to Initial Probationary Periods**

The Personnel Cabinet is in the annual process of requesting that the Personnel Board amend administrative regulation 101 KAR 1:325 to change the initial probationary period for certain job classifications when appropriate. 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 16, 2012. 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 December 2012 Board meeting.

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