KENTUCKY PERSONNEL CABINET

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THOMAS B. STEPHENS
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MEMORANDUM

PERSONNEL MEMO 16-19

TO: Cabinet Secretaries
Agency Heads
HR Administrators

FROM: Thomas B. Stephens, Secretary TBS

DATE: May 3, 2016

SUBJECT: Personnel Restrictions

The recently enacted 2016-2018 budget puts Kentucky on path toward resolving the budget challenges that have plagued the Commonwealth for far too long. The budget mandates reductions of up to nine percent for a number of Cabinets and Agencies. To that end, the following personnel restrictions will assist Cabinets and Agencies in meeting these budgetary requirements, and are effective May 16, 2016:

1. Employees shall not be required or permitted to work more than 40 hours per week except to ensure the delivery of critical public services, to maintain life safety operations, or to meet critical deadlines. Each Cabinet Secretary or Independent Agency Head shall review and approve any excess hours on a case by case basis. Furthermore, no employee shall be authorized to work overtime if the overtime would result in the employee's compensatory leave balance reaching or exceeding 240 hours without prior, written supervisory authorization.

2. The payment of discretionary "Block 50" payments to employees whose compensatory leave balances reach 150 to 239.99 hours is suspended.

3. Cabinet Secretaries and Independent Agency Heads shall provide the total number of "Block 50" payments and the actual amounts paid to each employee in a report to the Personnel Cabinet, which will then be provided to the Office of the State Budget Director on a monthly basis.

4. The salary adjustments of existing employees based upon a new appointment shall be reviewed and adjusted in accordance with 101 KAR 2:034(1). Agencies shall no longer adjust salaries across the board for all employees that do not have the similar combination of education and experience as set forth in the applicable administrative regulation.

5. Employees, except those in policy-making positions, who have a compensatory leave balance at or above 100 hours, shall utilize compensatory leave before annual leave, unless the employee's annual leave balance exceeds the maximum number of hours that may be carried forward pursuant to 101 KAR 2:102 and 101 KAR 3:015.

HR Administrators will receive detailed guidance about the application of these personnel restrictions following the distribution of this memo.

Thank you for your attention to these matters. If you have any questions, please contact Mary Elizabeth Bailey, Commissioner, Department of Human Resources Administration, at (502) 564-7571.