

**KENTUCKY
PERSONNEL
CABINET**

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THOMAS B. STEPHENS
SECRETARY

MEMORANDUM

PERSONNEL MEMO 18-01

To: Cabinet Secretaries
Agency Heads
Constitutional Officers
HR Administrators

From: Thomas B. Stephens, Secretary 

Date: March 22, 2018

Re: 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 when appropriate. The Personnel Cabinet requests that all agencies review their job classes to determine whether 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 Jamie Caldwell (contact information below) no later than close of business on Thursday, March 29, 2018. Your request should include a detailed rationale for the proposed change. The Personnel Cabinet will review agency submissions and make recommendations to the Personnel Board on proposed changes for the April 2018 Personnel Board meeting.

Thank you for your attention to this matter.

For submission of written requests and all questions:
Jamie Caldwell, Classification & Compensation Branch Manager
Personnel Cabinet
Department of Human Resources Administration
Division of Employee Management
501 High Street, 3rd Floor
Frankfort, Kentucky 40601
(502) 564-6826 or Jamie.Caldwell@ky.gov