

MATTHEW G. BEVIN
GOVERNOR




THOMAS B. STEPHENS
SECRETARY

501 HIGH STREET, 3RD FLOOR
FRANKFORT, KENTUCKY 40601
PHONE: (502) 564-7430
FAX (502) 564-7603
[HTTPS://PERSONNEL.KY.GOV](https://PERSONNEL.KY.GOV)

MEMORANDUM

PERSONNEL MEMO 19-19

To: Constitutional Officers
Cabinet Secretaries
Agency Heads
HR Administrators

From: Thomas B. Stephens, Secretary 

Date: November 12, 2019

Re: State Employee Incentive Program Update

The Personnel Cabinet recently undertook a review of two state employee incentive programs authorized by KRS 18A.202, specifically the Adoption Benefit Program and Employee Suggestion System. The Adoption Benefit Program, as it existed from 1998, provided state employees with up to \$3000 in adoption reimbursements, or \$5000 if the child was certified by the Cabinet for Health and Family Services (CHFS) as having special needs. On October 22, 2019, Governor Matt Bevin executed Executive Order 2019-787, which enhanced the program to increase the above amounts and now provide up to \$5,000 in the form of reimbursements, a stipend, or combination thereof, or \$7,000 if the child is designated as having special needs by CHFS. Allowable expenses continue to include licensed adoption agency fees, legal fees, medical costs (not paid by insurance, Medicaid, or other available resources), court costs, or any other reasonable fees or costs associated with the legal adoption of a child. Please be advised that 101 KAR 2:120, the regulation that governs the Adoption Benefit Program, was revised effective October 22, 2019, consistent with Governor Bevin's Executive Order.

In accordance with the Commonwealth of Kentucky's Red Tape Reduction initiative, the Employee Suggestion System, which applies to the KRS Chapter 18A classified service and KRS Chapter 16 employees, has also been updated in an effort to streamline the program. 101 KAR 2:120, the regulation that governs the Employee Suggestion System, has been significantly revised, to include designation of appointing authorities as the final approval level of employee suggestions.

Please review newly revised [101 KAR 2:120](#) in detail, to ascertain the updated requirements that govern both programs.

Please direct questions to Donna Shelton, Executive Director, Office of Employee Relations, at Donna.Shelton@ky.gov or Rosemary Holbrook, Executive Director, Office of Legal Services, at RosemaryG.Holbrook@ky.gov.