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MEMORANDUM

PERSONNEL MEMO 21-03

To: Cabinet Secretaries
Agency Heads
Constitutional Officers
Human Resource (HR) Administrators

From: Gerina D. Wethers, Secretary 

Date: January 29, 2021

Re: **Personnel Restrictions**

Pursuant to Executive Order 2015-050, and to promote the effective and efficient management of State Government operations, the following Executive Branch personnel restrictions remain in effect as of February 1, 2021:

1. Filling of all vacant positions will be restricted, unless an agency is filling a position that is critical to the mission of the organization, public services, maintaining health and life safety operations or in response to COVID-19. HR Executives will receive updated guidance from the Personnel Cabinet outlining approved exemptions to this restriction.
2. Employees shall not be required or permitted to work more than 40 hours per week except in response to COVID-19, to ensure the delivery of critical public services, to maintain health and life safety operations, or to meet critical deadlines. 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 approval from the agency's appointing authority or designee.
3. 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.
4. 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.

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.