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**MEMORANDUM**

**PERSONNEL MEMO 21-04**

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

**From:** Gerina D. Whethers, Secretary

**Date:** February 5, 2021

**Re:** Work Station Amendments

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Please be advised that the Personnel Cabinet filed emergency amendments to the Classified Service General Requirements regulation, 101 KAR 2:095, on January 29, 2021. The essential features of the emergency amendments are as follows:

Work Stations: Sections 3, 4, and 8 of the regulation were amended to formally implement the term “alternate work station” when agencies consider an employee’s work assignment. The regulation amendments now permit an agency to assign an employee to an official work station and one or more additional alternate work stations, as designated by the appointing authority.

These amendments enhance work location flexibility for employees and their employing agencies. We encourage you to review the emergency amendments to [101 KAR 2:095E](#). If you have any questions, please direct them to Mary Elizabeth Bailey, Commissioner, Department of Human Resources Administration, at [MaryE.Bailey@ky.gov](mailto:MaryE.Bailey@ky.gov) or Rosemary Holbrook, Assistant General Counsel, Office of Legal Services, at [RosemaryG.Holbrook@ky.gov](mailto:RosemaryG.Holbrook@ky.gov)