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MEMORANDUM

PERSONNEL MEMO 21-06

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

From: Gerina D. Whethers, Secretary 

Date: February 18, 2021

Re: **Executive Branch Annual Training Requirement**

The Personnel Cabinet announces the following online training which will soon be assigned to all Executive Branch employees. The purpose is to ensure employees remain aware of important personnel and security policies.

Executive Branch Annual Training Curriculum

- Employee Handbook – Provides an overview of state government and explains the laws and policies governing employment, as well as available benefits and services.
- Accurate Time Reporting - Provides important information about work schedules, how to accurately record time worked or leave taken, as well as the appropriate ways to accrue and utilize leave.
- Security Awareness - Presented by the Commonwealth Office of Technology, the course provides helpful tips on how to protect Commonwealth information and assets, including ways to keep sensitive information safe.

Agencies are responsible for ensuring compliance with this enterprise training requirement, which must be completed by June 30, 2021. Additional instructions for agency HR Executive and Training Administrators is forthcoming.

NOTE: This training curriculum will be assigned annually, by the Personnel Cabinet, to all Executive Branch employees. If changes to the curriculum are deemed necessary, a Personnel Memo will be distributed to outline the changes prior to assignment.

The following employee groups are exempt from this training requirement and will not be assigned the curriculum: county fees, board/commission members, Property Valuation Administrators (PVAs), day laborers, state active duty, Unified Prosecutorial System (UPS), elected officials, and KRS Chapter 16 employees. Contractors will only be assigned Security Awareness.

Please direct any questions regarding this training requirement to Mary Elizabeth Bailey, Commissioner, Department of Human Resources Administration, Personnel Cabinet at MaryE.Bailey@ky.gov.