

ANDY BESHEAR  
GOVERNOR



GERINA D. WHETHERS  
SECRETARY

501 HIGH STREET, 3RD FLOOR  
FRANKFORT, KENTUCKY 40601  
PHONE: (502) 564-7571  
FAX (502) 564-1823  
HTTPS://PERSONNEL.KY.GOV

**MEMORANDUM**

**PERSONNEL MEMO 21-13**

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

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

**Date:** August 5, 2021

**Re:** Changes to Initial Probationary Periods

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Annually, the Personnel Cabinet submits a request to the Personnel Board to amend administrative regulation 101 KAR 1:325, specifically to change the initial probationary period for certain job classifications. Therefore, we request that all agencies review their job classifications 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 Rebecca Ogden (contact information below) no later than close of business on September 3, 2021. Your request should include a detailed rationale for the proposed change. The Personnel Cabinet will review agency submissions and currently expects to submit proposed changes to the Personnel Board for consideration and approval at the October 2021 meeting.

Thank you for your attention to this matter.

For submission of written requests and all questions:  
Rebecca Ogden, Classification, Compensation, & Organizational Management Branch  
Personnel Cabinet  
Department of Human Resources Administration  
Division of Employee Management  
501 High Street, 3<sup>rd</sup> Floor  
Frankfort, Kentucky 40601  
(502) 564-6865 or [RebeccaS.Ogden@ky.gov](mailto:RebeccaS.Ogden@ky.gov)