

ANDY BESHEAR
GOVERNOR



GERINA D. WHETHERS
SECRETARY

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MEMORANDUM

PERSONNEL MEMO 21-17

To: Cabinet Secretaries
Agency Heads
HR Administrators

From: Gerina D. Whethers, Secretary

A handwritten signature in blue ink, appearing to read 'GDW', located to the right of the 'From:' field.

Date: August 31, 2021

Re: **Salary Increase Requests**

Any appointing authority seeking to implement a salary increase for all employees below a specific salary threshold, excluding employees above the midpoint of the grade, in a specific job classification shall state in writing to the Office of State Budget Director and the Secretary of Personnel the justification for the salary increase. The appointing authority shall also confirm that sufficient funds are available to accommodate the salary increase for the balance of the current budget biennium without compromising the core functions and responsibilities of the agency. The Office of State Budget Director and the Secretary of Personnel shall have the authority to approve or disapprove the requested salary increase in whole or part after giving due consideration to the request made by the appointing authority.

Please direct these requests or any questions to Commissioner Mary Elizabeth Bailey, Department of Human Resources Administration, at MaryE.Bailey@ky.gov.