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MEMORANDUM

PERSONNEL MEMO 22-02

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

From: Gerina D. Whethers, Secretary

Date: March 9, 2022

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 for 2022

- Employee Handbook – Provides an overview of state government and explains the laws and policies governing employment, as well as available benefits and services.
- 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.
- Preventing Sexual Harassment for Employees – Provides employees with the information they need to help prevent sexual harassment in their workplace, and deal with it effectively if it does occur.

Agencies are responsible for ensuring compliance with this enterprise training requirement, which must be completed by June 30, 2022. Additional instructions for agency HR Executive and Training Administrators is forthcoming.

NOTE: This training curriculum will be assigned by the Personnel Cabinet, to all Executive Branch employees.

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), and elected officials. *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.