



PERSONNEL CABINET

2022 Annual Report

Presented By:

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Personnel Cabinet Secretary



Cabinet Leadership



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Annual Report Prepared by
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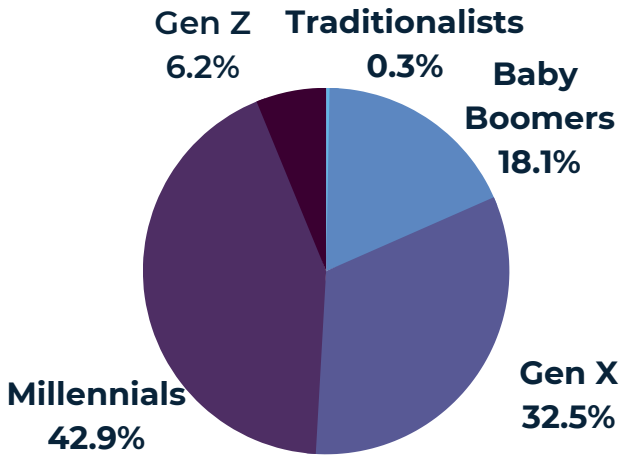
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Employee Statistics

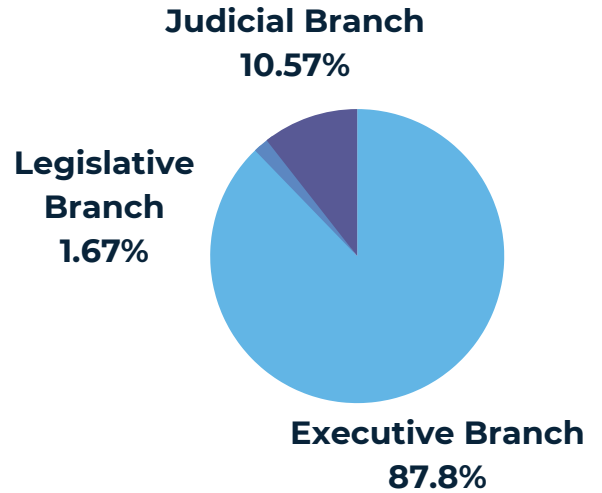
Generations in the Workforce



Employee Count by Generation:

Traditionalists: 97
 Baby Boomers: 5,694
 Gen X: 10,198
 Millennials: 13,446
 Gen Z: 1,940

Employee Count



Employee Count by Branch:

Executive: 27,537
 Judicial: 3,315
 Legislative: 523

*excludes interims, numbers as of June 30, 2022

Average Employee Total Compensation

Average gross annual salary	\$	47,989.56
Average employer paid annual benefits:		
<i>Retirement</i>	\$	35,698.19
<i>FICA</i>	\$	3,393.92
<i>Health insurance</i>	\$	8,041.06
<i>Life insurance</i>	\$	11.56
Total benefits	\$	47,144.73
Average Employee Total Compensation	\$	95,134.29



The Department of Employee Insurance (DEI) administers the Kentucky Employees' Health Plan (KEHP) and optional benefits for life, dental, and vision insurance.

The KEHP is a \$2 billion, self-funded health insurance and flexible spending account program that provides benefits to more than 290,000 public employees, retirees under the age of 65, and their dependents.

Department of Employee Insurance

Did You Know? The KEHP covers almost 7% of the entire state population!

What's new?

New Life Insurance Carrier! The Department of Employee Insurance negotiated a new life insurance contract starting in 2022 with MetLife Life Insurance Company. The new contract yielded larger coverage amounts at lower premiums, more coverage options, and a portability feature, which allows the conversion of coverage to term life policies, so rates are more affordable for members.

Exciting News! The 2023 Plan Year will bring absolutely NO employee contribution increases and NO benefit reductions! Considering the current landscape of healthcare nationwide, this is a great relief and a valuable benefit to our members. The KEHP is delivering quality benefits while keeping premium contributions affordable for its members.

New Program! Hinge Health is a virtual exercise therapy program designed to address back, knee, hip, neck, or shoulder pain. Hinge Health is available at no cost to plan members and eligible dependents enrolled in a KEHP medical plan.

New Program! In January 2022, the DEI introduced the PrudentRx program. PrudentRx is a third-party (manufacturer) co-pay assistance program that helps save members money when filling certain specialty prescriptions through CVS Specialty®. CVS/Caremark and PrudentRx work with the member to obtain third-party co-pay assistance for their medication, if available. Once enrolled, members pay nothing out-of-pocket — **that's right, \$0!** — for medications on the plan's specialty drug list dispensed by CVS Specialty.

Expanded Wellness! DEI redesigned the wellness program to include participation of covered dependent spouses in the wellness platform and elimination of members who waive KEHP coverage. By adding covered spouses and eliminating waivers from the wellness program, the Plan saved over \$500,000 in fees annually.

Department of Human Resources Administration

The Department of Human Resources Administration (DHRA) oversees the Commonwealth's employment application process; state payroll functions; maintenance of official employee personnel records, classification and compensation system for employees, and the statewide Performance Management Program.

In fiscal year 2022, the Commonwealth of Kentucky encountered multiple states of emergency. Through these events, DHRA administered various HR functions such as managing FLSA, compensatory time accruals, and delivering guidance to agency HR offices.

- Executive Order 2020-215: 2019 Novel Coronavirus
- Executive Order 2021-923: Western KY Tornado

Over the course of this fiscal year, DHRA has continued working to design an enterprise onboarding and orientation procedure to enhance existing processes among agencies. A new online module, which is still under construction, will be delivered as an enhancement to the collective onboarding process in the spring of 2023.

The DHRA performance management administrators trained 711 evaluators and 60 agency performance management administrators. Additionally, the DHRA administrators held 17 individual meetings with agency performance administrators and HR leadership to discuss the program and address questions or concerns.

Tax Year	% of W-2s generated electronically
2017	24
2018	34
2019	37
2020	43
2021	42

Responsible for overseeing statewide time entry, DHRA is working to improve efficiencies through added use of the KHRIS Employee Self-Service (ESS). Currently 17,809 employees are utilizing self-time entry through KHRIS ESS.

DHRA is responsible for providing oversight and guidance to agencies on the administration of HR as well as processes involving KHRIS & MyPURPOSE. In support of this, 11 issues of the "KY-HR: Policy & Procedure Publication" were created and distributed to agency HR staff. Additionally, DHRA continued to maintain the Personnel Cabinet's Human Resource (HR) website as a resource for agency HR staff.

Current system set-up shows we are scheduled to generate 46% of tax year 2022 W-2s electronically; however, continued campaigns this fall and annually, will work to increase that percentage.

Agency HR Trainings are offered to new employees in addition to current employees wishing to re-take the course(s) as a refresher. During this reporting period, many classes have continued to be offered virtually or in a classroom setting with a reduced capacity and socially-distanced environment.

For this reporting period, 20 courses were offered with 1,526 course completions.

Division of Career Opportunities

A Division of the Department of Human Resources Administration

The Division of Career Opportunities's (DCO) responsibility is to operate a centralized applicant and employee certification program, operate the state register programs, including the administration of layoff plans and reemployment lists as required by KRS 18A.113 through KRS 18A.1132 and KRS 18A.115, 18A.130 and 18A.135, and coordinate outreach programs such as recruitment and administrative internship programs. DCO consists of the following branches: HR Certification, Applicant, Veterans, & Recruitment Assistance, and Register.

MyPURPOSE Recruitment for Classified Online Training

Developed a more in-depth training experience and needed updates for the MyPURPOSE Recruitment Classified Online course for Hiring Managers/Reviewers and Secondary Owners consisting of a variety of quizzes, and other beneficial information.

MyPURPOSE Recruitment for Unclassified Online Training

Developed a specialized unclassified online training course for Hiring Managers and Reviewers for MyPURPOSE Recruitment. This is a unique training specifically designed to assist those who choose to post unclassified jobs in our Applicant Tracking System.

Agency User Group Support

DCO conducted a detailed presentation to our Agency User Group members of HR professionals consisting of recent updates on system enhancements, tests questions from each branch within DCO, and a Q&A segment. Further, DCO continuously submits essential change requests that not only improve upon the recruitment module within MyPURPOSE, but are beneficial to the customers that use the system.

Recruitment and Outreach

DCO continues to participate in various recruitment events for state agencies. DCO engages agency counterparts and the Office of Diversity, Equality, and Training for assistance with these important events on a regular basis. During this period, DCO participated in 38 different events across the state.

Recruitment and outreach efforts also include utilizing Facebook, LinkedIn, Handshake, career fairs, and recruitment events with various colleges and community organizations.

Customer Service by the Numbers

- Walk-ins (Assisting applicants in the computer lab): **3**
- Applicant assistance (email and TFS Business Request responses): **5,454**
- Phone calls (Applicant Services): **1,534**
- Veterans assisted: **775**
- Veteran's preference assigned: **869**
- Total applicants in MyPURPOSE: **126,335**
- Total applicant submissions: **77,087**
- Applications reviewed for minimum qualifications (MQR): **11,270**
- Job opportunities posted: **12,416**
- Job postings certified- **10,467**

Video for External Applicants

Developed a video script designed to provide new applicants with beneficial information regarding applying for state government jobs through our career site. This will be completed within the next fiscal year.

Find job listings at careers.ky.gov

Division of Employee Management

A Division of the Department of Human Resources Administration

The Division of Employee Management is responsible for executing the state payroll, for processing personnel actions for KRS Chapter 18A, KRS Chapter 16, Department of Education- Adult and Technical Education, LRC, and AOC and for maintaining employees' official personnel file, and for classification, and compensation. The Division is also responsible for implementing lay-off plans, monitoring and assisting agencies in complying with the provisions of the Fair Labor Standards Act (FLSA), and the review and implementation of reorganizations. DEM consists of the following branches: Classification, Compensation and Organizational Management, Personnel Administration, and Payroll.

Implementing Legislation

The 2022 regular legislative session was extremely impactful to the division and required the effectuation of 21 legislative bills. The approval of these bills resulted in eight (8) reorganizations, the establishment of six (6) special entrance rates, the creation of new job classifications, an enhancement to military leave, the creation of a new critical incident leave, targeted salary increases for employees in forty-six (46) job classifications, and an eight percent (8%) increase provided to eligible Executive Branch employees. The division also effectuated more than 3,600 employee actions related to approved legislation for the Legislative and Administrative branches of government. Collectively, the division processed actions impacting more than 36,800 employees within all three branches of government.

Job Assessment & Refactoring Project

The Classification, Compensation, and Organizational Management Branch has continued the initiative to perform a comprehensive job assessment and refactoring study on all active job classification specification. Currently there are 1,157 active job classification specifications, with more than 41% of job reviews having been completed. To expedite this project, the Personnel Cabinet is working with their third party, globally recognized, human resource consulting firm, Korn Ferry. This project will be completed over the next two years.

Job Class Specification Changes

DEM is responsible for maintaining the job class specifications of jobs used by state agencies. This is a constant project and at times, other areas assist in this review. Based on those ongoing reviews during the current reporting period the following changes took place:

- Abolished **68** job class specifications
- Revised **192** job class specifications
- Established **23** job class specifications

DEM Accomplishments by the Numbers

- 81,736 total number of personnel actions were processed this fiscal year
 - 57,667 individual personnel actions
 - 25,372 annual increments
 - 4,313 probationary increases were processed primarily through mass upload
- 18,280 records were scanned into personnel files
- 4,485 employment verifications were completed in this reporting period
- 12 agency reorganizations were implemented
- DEM participated in 31 salary surveys from states within the National Compensation Association of State Governments
- \$1,680,266,548.81 in payroll processed for an average of 27,537 employees
- Disseminated 44,602 Wage and Tax Statements (W-2) for 2021
- 2 board-ordered classification desk audits completed

The Office of Public Affairs (OPA) provides communication planning and marketing services for the Personnel Cabinet, promoting employee benefits, programs and services, policies, and new initiatives.

OPA is responsible for media relations, website design and maintenance, social and electronic media, publications and all communication distributed from the Cabinet.



Office of Public Affairs

OPA Initiatives

Social Media! We continue to utilize platforms such as Facebook, Twitter, LinkedIn and YouTube to communicate with state employees and members of the public.

Social Media Platforms

- Facebook: Kentucky Personnel Cabinet
- Facebook: Kentucky Personnel Cabinet - Career Opportunities
- Twitter: @KYPersonnel
- LinkedIn: Commonwealth of Kentucky

Website Development! We have been hard at work designing a brand new Personnel website experience. This website is catered towards prospective job seekers, and our intention is to highlight the wonderful benefits of state employment.

Media Relations! OPA works to generate positive news about state employees and Personnel Cabinet programs and initiatives.

Our department's executive director is also tasked with being the Cabinet's PIO, responding to media inquiries and assisting with Open Records Requests.

OPA and the Division of Technology Services (DTS) are planning to launch the new public-facing website in January of 2023. OPA will also provide support in other related projects in DTS's digital transformation.

We also continue to work closely with other departments to provide support and assistance where needed. This will continue in 2023 with GMMTP, the KyLEAD Conference, recruitment efforts, and more.

Upcoming Initiatives

Office of Diversity, Equality & Inclusion

The Office of Diversity, Equality & Training (ODET) is responsible for the development and implementation of progressive statewide workforce management programs and initiatives in the areas of equal employment opportunity, affirmative action, retention, inclusion, and diversity.

Program Spotlights

Employee Resource Groups

ODET launched seven Employee Resource Groups (ERG). ERGs are voluntary, employee-led groups of individuals who share a common interest in diversity and inclusion and are committed to creating a sense of belonging amongst all state government employees. The following ERGs are available to all Executive Branch employees: Women; Veterans; Black/African American; Hispanic/Latino; Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ); Multi-Generational; and Asian American/Pacific Islander.

Governor's L.E.A.D. Conference

The Governor's Conference on Leadership, Equality, Accessibility and Diversity (KyLEAD) continues to attract attendees from both private and public sectors and sponsorships for the event. The 2021 conference featured:

- Approximately 1,000 participants, presenters, and vendors in attendance.
- Interactive workshop sessions conducted in the areas of leadership, professional development, human resources best practices, equal employment opportunity and diversity and inclusion.
- Speakers and subject matter experts from both private and public sectors.
- Keynote speaker, Risha Grant, founder and CEO of Risha Grant LLC, a nationally recognized Diversity and Inclusion motivational speaker and author.
- Performing artists from throughout the state and selected readings from Crystal Wilkinson, Kentucky Poet Laureate.
- Mr. Edgardo Mansilla, Executive Director, Americana Community Center, Inc. received the prestigious Charles W. Anderson Laureate Award.

Collaborative Projects

Black History Month (ODET & OPA)

ODET/OPA produced a series of twelve (12) short videos honoring Kentuckians whose efforts resulted in positive change for African Americans and others who are continuing to move the needle forward.

Women's History Month (ODET & OPA)

The second annual "Working Women Talk Wednesdays" featured panelists from throughout state government. Topics were centered around resilience in the areas of health, work/life balance, workplace matters and finances.

Diversity Recruitment (ODET & DHRA)

We are actively engaged in Diversity Recruitment for the Commonwealth utilizing traditional and non-traditional strategies as well as external networking resources.

Diversity & Inclusion Councils (ODET & Other Agencies)

These councils share the common objectives of embracing diversity and inclusion and promoting cultural awareness among employees. Councils are underway in the following Cabinets and agencies:

- Cabinet for Health and Family Services
- Criminal Justice Training Center
- Department of Public Advocacy
- Energy and Environment Cabinet
- Finance and Administration Cabinet
- KY Department of Library and Archives
- Office of Vocational Rehabilitation
- Public Protection Cabinet
- Tourism, Arts and Heritage Cabinet
- Transportation Cabinet

Race & Gender Employment Goals

Percentage of Minority Employment Goal: 12.2%

Percentage of Female Employment Goal: 50.8%

Cabinet Successes

Economic Development exceeded both minority (13.85%) and female (52.31%) utilization goals.

Cabinet for Health and Family Services met both minority (13.48%) and female (83.66%) utilization goals .

Personnel Cabinet met both minority (14.56%) and female (74.4%) utilization goals.

Labor Cabinet met both minority (17.35%) and female (66.01%) utilization goals.

Governor's Office met both minority (13.64%) and female (72.73%) utilization goals.

Constitutional Offices That Met Female Goal

Auditor of Public Accounts (56.20%)

Secretary of State (66.67%)

State Treasurer 62.96%

Cabinets That Met Female Goal

Finance and Administration Cabinet (52.35%)

Education and Workforce Development Cabinet (60.80%)

General Government Cabinet (55.30%)

Growth Trends

Minority Employment Growth

- Economic Development
- Education and Workforce Development Cabinet
- Finance and Administration Cabinet
- General Government Cabinet
- Justice and Public Safety Cabinet
- Personnel Cabinet
- Public Protection Cabinet
- Tourism Cabinet
- Transportation Cabinet

Female Employment Growth

- Transportation Cabinet
- Finance and Administration Cabinet
- Tourism, Arts and Heritage Cabinet
- Education and Workforce Development Cabinet
- Cabinet for Health and Family Services Cabinet
- Justice and Public Safety Cabinet
- Personnel Cabinet
- Energy and Environment Cabinet

Governmental Services Center

The Governmental Services Center (GSC) is responsible for training, employee development, and related programs conducted on behalf of the Executive Branch.

During the past year, GSC curated 10 playlists. Playlists are collections of training which are accessible by users in MyPURPOSE via the Learner Home page and Learning Search. Learners can follow playlists created by GSC and use the suggested training in playlists to develop their own careers.

Playlists were curated for the following subjects:

- Safety
- Harassment & Discrimination
- Diversity
- Leading Others
- Customer Service
- Office Productivity
- Communication Skills
- MyPURPOSE Administrator
- MyPURPOSE Coordinator
- Working Women Talk Wednesdays

1,031

Attendance at GSC Workshops

94,040

Online Course Participants

GSC also successfully conducted live virtual learning opportunities for state employees, providing interaction between trainers and participants. Fifteen courses for all state employees were offered in multiple sessions:

- GSC Virtual Classroom: Brainstorming
- GSC Virtual Classroom: Building a Culture of Shared Accountability
- GSC Virtual Classroom: Choosing to Be Accountable
- GSC Virtual Classroom: Documentation for Supervisors
- GSC Virtual Classroom: Hiring Process Part 1
- GSC Virtual Classroom: Hiring Process Part 2
- GSC Virtual Classroom: Interview Questions
- GSC Virtual Classroom: Leadership Basics 1
- GSC Virtual Classroom: Leadership Basics 2
- GSC Virtual Classroom: Leadership Basics 3
- GSC Virtual Classroom: What is Discipline
- GSC Training Administrator Training
- GSC Training Coordinator Training
- GSC Virtual Classroom: Better Your Communication
- GSC Virtual Classroom: Introduction to Articulate Storyline

The Office of Administrative Services (OAS) manages the cabinet's budget, accounting, procurement, human resources, payroll, benefits, facilities management and technology. Within OAS are three Divisions: Financial Services, Human Resources, and Technology Services.

The Division of Technology Services (DTS) staff is responsible for the design development, implementation, enhancement, and ongoing support of the Cabinet's Enterprise HR systems, websites, and internal applications. DTS is responsible for providing IT leadership, research, input, direction and oversight of all technology and technology-related initiatives in the Personnel Cabinet.

Division of Technology Services

A Division of the Office of Administrative Services

Did we mention that DTS's Kentucky Personnel Cabinet app is an award winner?

DTS Initiatives

New Business Solutions! DTS implemented OnBase/Image Connect for the Personnel Master Files. DTS is currently rolling out the solution to agencies to provide an electronic solution for their current hardcopy paper HR records.

New Platforms! DTS developed an employee engagement portal, MyPORTAL, now in pilot testing.

Fewer Paper Processes! DTS implemented a solution for electronic Employee Personnel Action Notifications (PANs) via KHRIS Employee Self Service, provides reduction of tens of thousands of pieces of paper previously used for hardcopy PANs.

Technology Upgrades! DTS completed a significant KHRIS upgrade and returned to SAP for software maintenance and support.

DTS is planning a rollout of MyPORTAL to all of the Personnel Cabinet and eventually to the enterprise which will replace the current Personnel Cabinet intranet site, while also providing an enterprise extranet.

A new look for the Personnel Cabinet public-facing site is also being planned in partnership with the Office of Public Affairs.

Upcoming Initiatives

Office of Employee Relations

The Office of Employee Relations (OER) provides leadership and support to other state agencies through the coordination of a variety of different programs and services including workers' compensation, the return-to-work program, employee assistance, and employee recognition.

Office of Employee Relations Program Spotlights

Employee Suggestion System

State government employees use an online system to submit improvement suggestions. This efficient process helps to identify the Commonwealth as a leader in recognizing and managing employee ideas. During FY 2022, twenty-five (25) suggestions were awarded a total of \$7,300. Implemented suggestions represented a first-year savings of \$790,000.

Adoption Reimbursement Program

For employees who wish to adopt, the Commonwealth provides financial assistance of up to \$5,000 (\$7,000 for children with special needs) to help cover expenses. With the exception of Kentucky State Police, this benefit is only available to executive branch employees. In FY 2022, the adoption reimbursement program received and approved twenty (20) applications from eight (8) agencies covering twenty-five (25) children. The approved reimbursements totaled \$149,000. Also in FY 22, OER worked with the Legislative Research Commission to add LRC employees to the program.

Kentucky Employees Charitable Campaign (KECC)

During FY 2022, the campaign was chaired by Energy and Environment Cabinet Secretary Rebecca Goodman, and raised \$437,930 with 1,565 state employees donating through payroll deduction or cash/check. This represents a 4.12% increase in participation. In addition, the Child Victims' Trust Fund (CVTF) has been added as a KECC charity for the upcoming campaign.

State Safety Program

Through the Executive Safety Advisory Committee (ESAC), the State Safety Program has worked diligently to disseminate workers' compensation data to agencies throughout state government to focus safety initiatives on areas of concern.

Governor's Ambassador Awards

Six (6) individuals and one (1) team of public service employees received recognition in six (6) categories: customer service, courage, leadership, professional achievement, teamwork, and community service and volunteerism. Ninety-six (96) nominations were received.

Public Service Recognition Week

Each year during Kentucky Public Service Recognition Week, we honor those who serve Kentucky as state and local government employees

Family & Medical Leave Act

OER provides direction to both employees and employers when questions arise about FMLA.

The Workers' Compensation Program (WCP) focuses on individual customer needs and cost containment. The WCP works closely with the Safety Program and the Return-to-Work Program to prevent and reduce injuries, focus on customer needs, and assist employees to return to work as soon as medically possible.



Workers' Compensation Program

Workers' Comp (WCP) Statistics

The WCP worked diligently to administer claims pursuant to Executive Order 2020-277.

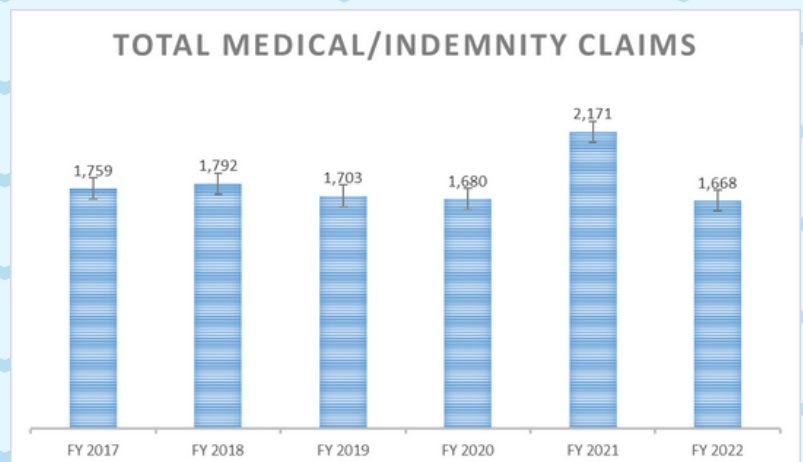
Processed 2,573 First Report of Injuries. Record only claims totaled 905 whereas Medical/Indemnity claims totaled 1,668.

Total Incurred for Fiscal Year 2021-2022: \$10,819,496.15

The WCP covers approximately 60,000 lives and 184 agencies and independent entities. These include but are not limited to the State Active-Duty National Guard, twenty (20) Sheriffs and Clerks Offices, Kentucky State Polices, the Department of Corrections, state hospitals, social workers, volunteer firefighters, and emergency management volunteers.

The WCP works with the Office of Legal Services (OLS) to process pre-litigation settlement agreements and the prosecute subrogation liens in-house. This results in significant costs savings. Please refer to OLS's section of the annual report for details regarding the cost savings in fiscal year 22.

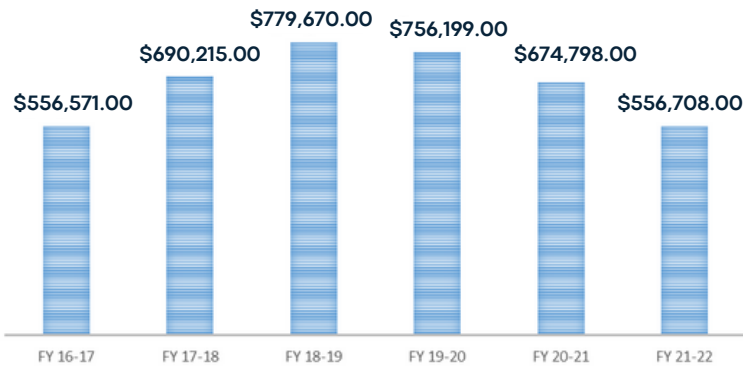
TOTAL MEDICAL/INDEMNITY CLAIMS



Return-to-Work Program

The Return-to-Work Program (RTWP) consults with employers and assists in developing Temporary Modified Duty Programs (TMPD). In our consulting role, we educate the employer on the importance and benefit of providing modified duty for an employee recuperating from a work-related injury. During this fiscal year, 668 employees returned to full duty. The RTWP also processed 1,730 Temporary Total Disability benefit checks.

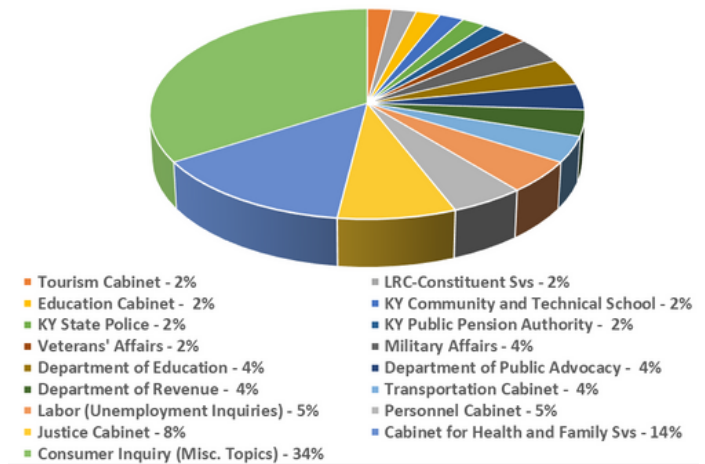
Cost Savings with Modified Duty



Office of the Ombudsman

The position of Ombudsman was established to serve as a liaison and resource for employees and agencies in need of information or guidance. The Ombudsman also responds to inquiries, provides resources or options, facilitates meetings or other forms of communication, helps guide solutions to concerns that may arise, and recommends actions or changes to existing procedures. The Ombudsman also directs the Kentucky Mediation Program (KEMP) and coordinates the Transitional Assistance Program (TAP).

Ombudsman Inquiries by Agency - FY 2021-2022



Office of the Ombudsman: By the Numbers

- Six (6) mediations were conducted. Four (4) mediations were referred from the Personnel Board and two (2) were supervisor referrals. Three (3) of the Personnel Board referred cases were successfully resolved as were the two (2) mediations from the supervisor referrals.
- The Ombudsman served several state agencies, the general public, state employees, and constituent services, etc. with variety of topics.
- One (1) agency requested the services of KEMP for a Workplace Resolution (WPR). Two (2) certified mediators conducted the WPR over a three (3) day period and provided a report with concerns and suggested resources.
- A new training class for KEMP mediators was conducted during the Spring of 2022. Currently, there are 18 mediators participating in the program representing eight (8) different state agencies.

Did you know?

The Kentucky Employee Assistance Program (KEAP) is approved by the Kentucky Board of Examiners of Psychology, the Kentucky Board of Social Work and the Kentucky Board of Alcohol & Drug Counselors to provide continuing education courses free of charge to state employees in the social services profession who must maintain mental health licenses.

KEAP provided direct employee assistance services to 706 state employees and/or their family members, presenting as new clients.

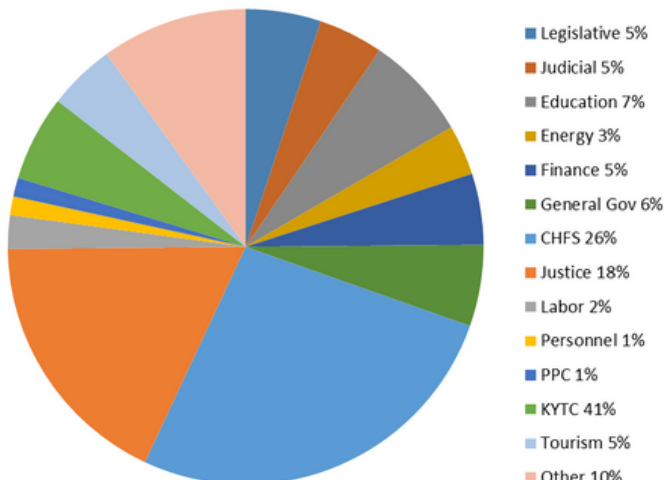
KEAP staff provided 111 live presentations resulting in numerous contacts, and including topics such as stress management, depression awareness, and verbal de-escalation.

Kentucky Employee Assistance Program

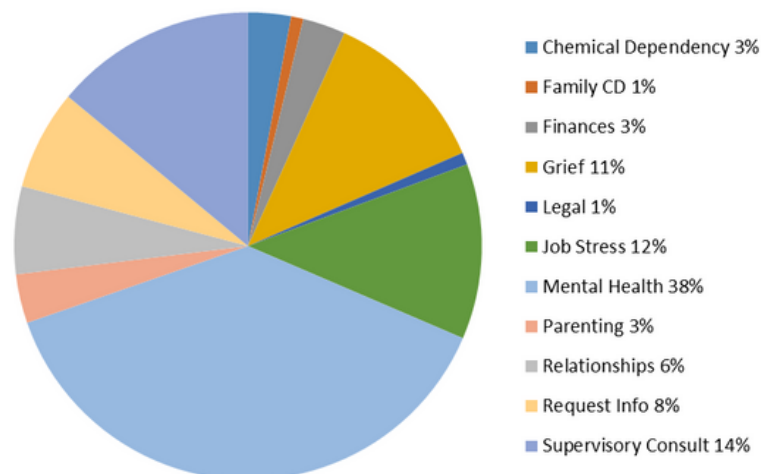
KEAP Program Spotlights

- Provided accessible grief and crisis response support to work groups. With an increase in employee deaths, critical incidents, and natural disasters we offered support quickly by providing targeted virtual office hours for impacted workgroups.
- Offered extended services to new hires. With increased turnover and hiring of interims, we are functioning as a bridge between hiring and when mental health benefits kick in by offering extended support services before benefits begin and ongoing referrals can be made.
- Increased mental health awareness and education. KEAP presented a record 111 sessions highlighting important information on mental health concerns. From What has the Pandemic Taught Us?: Lessons in Adversity to spotlighting Suicide Prevention Awareness, KEAP developed and provided important content on current challenges facing state employees.
- Partnered with CHFS’s Trauma and Resilience Community of Practice. This initiative is focused on infusing trauma-informed care language into practice and service delivery while continuing to shift from a blaming culture to one of understanding and learning.

KEAP Utilization by Agency FY 21-22



KEAP Presenting Issues FY 21-22



Office of Legal Services

The Office of Legal Services (OLS) counsels, advises, and assists Personnel Cabinet Staff and Executive Branch agency legal and human resources staff on employment issues in state government, primarily focusing on administration of the KRS Chapter 18A merit system. OLS staff drafts legal pleadings, memorandums, proposed legislation, proposed regulations, and legal opinions. We also represent the Personnel Cabinet in hearings and proceedings before administrative agencies and state and federal courts.

OLS assists with contract reviews, participates in mediations of Personnel Board appeals, and provides legal support to the Personnel Cabinet's Worker's Compensation Program. We also give daily legal advice to the Department of Employee Insurance. Our staff serves as the Cabinet's Ethics Officers, ensuring that all personnel comply with the provisions of the Executive Branch Ethics Code.

OLS represented the Personnel Cabinet in 108 Personnel Board appeals.

OLS assisted the Department of Human Resources Administration with the Executive Branch Compensation Report.

OLS conducted training for Executive Branch personnel, to include

- Family and Medical Leave (together with OER),
- Workplace Investigations, and
- Mediations/Settlement Agreements

Throughout the year, OLS continued to provide updated COVID-19 isolation and exposure guidance to all Executive Branch agencies, ensuring the continued safety of our state employees.

In this fiscal year, OLS filed amendments to eight (8) Personnel Cabinet regulations:

- 101 KAR 2:046 - Applying for employment, qualifications, and examinations
- 101 KAR 2:066 - Certification and selection of eligible applicants for appointment
- 101 KAR 2:095 - Classified service general requirements
- 101 KAR 2:102 - Classified leave general requirements
- 101 KAR 2:190 - Employee performance management system
- 101 KAR 2:210 - 2022 Plan Year Handbook for the Public Employee Health Insurance Program
- 101 KAR 3:015 - Leave requirements for unclassified service
- 101 KAR 6:020 - Kentucky Employees Charitable Campaign

This fiscal year, OLS:

- reviewed 1,870 personnel actions for legal sufficiency,
- conducted 15,280 background checks,
- responded to 895 investigative requests regarding state employment,
- responded to 236 employee record requests,
- recovered \$5,000 in worker's compensation subrogation payments and settled 25 worker's compensation disputes without litigation, resulting in cost savings to the Commonwealth of Kentucky, and
- assisted Executive Branch agencies with the settlement of 34 Personnel Board appeals.

OLS will be assisting DHRA with General Assembly tasker to submit proposed revisions to KRS Chapter 18A, the Commonwealth of Kentucky's merit system.



The Kentucky Public Employees' Deferred Compensation Authority (KDC) is the official supplemental retirement system for the employees of the Commonwealth, public education, and local programs. KDC is authorized by KRS 18A.230-18A.350.

KDC is an Authority operated under the direction of a seven-member Board of Trustees and Executive Director and assigned to the Personnel Cabinet for administrative purposes only. KDC consists of the following three branches: Executive Branch, Administrative Services Branch, Investment Services Branch.

Kentucky Public Employees' Deferred Compensation Authority

Did You Know? KDC services more than 80K participant accounts with over \$3 Billion in assets!

Accomplishments

- In 2022 KDC enacted a Fee Holiday for Participants effective 2Q22 to 4Q22. This Holiday saved Plan participants approximately \$3.6 million in fees.
- KDC was awarded the Best in Class Eddy Award at the Pension & Investment conference for ongoing investment education for all Governmental Plans.
- Began adoption of FastPay an automated payroll processing system that allows the Plan's employers to securely submit payroll information and participant data. In addition to State Government and the LRC, KDC services over 1000 additional Commonwealth employers.
- KDC implemented a cost-free Financial Planning Program available to all Plan participants.
- Reduced the Vanguard Target Date Funds expenses by remapping \$330 million through share class consolidations.
- Updated the My Interactive Retirement Planner (MIRP).

What's next?

- Exploring lifetime income solutions for hybrid cash balance participants to provide income streams in retirement
- Expanding Financial Planning Program Services
- Exploring the addition of alternatives, including inflationary defensive funds

Notable Numbers

- 5,314** Attendees for 13 KDC Financial Education Webinars
- 3,394** Auto-Enrolled Participants
- 8,001** New KDC Enrollments
- 12,553** Participant Contribution Increases
- 42,712** Total Participant Conversations
 - **33,838** (Call Center)
 - **8,874** (Walk-In Office)

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