

The seal of the Commonwealth of Kentucky is faintly visible in the background. It features a central figure of a man and a woman, with the text "COMMONWEALTH OF KENTUCKY" and "UNITED WE STAND" around the perimeter.

Building a BetterKY

KENTUCKY
PERSONNEL
CABINET

EXECUTIVE BRANCH STAFFING MODEL

- Beginning July 6, 2021 and thereafter, employees of Executive Branch KRS Chapter 18A agencies will continue with the following work options:
 - 100% in an Executive Branch building/office
 - Telecommuting (Hybrid) – An employee will work both in an Executive Branch building/office and a remote work station
 - Telecommuting (100%) – An employee will work 100% of the time from a remote work station

*Agencies will review their telecommuting policy and staffing plans quarterly

EXECUTIVE BRANCH STAFFING MODEL

- 100% in an Executive Branch building/office – 50% of Executive Branch
 - Job duties of the position are public facing and therefore not eligible to telecommute
 - Job duties cannot be performed remotely and therefore not eligible to telecommute
 - An employee has scored in the lowest two categories on their previous performance evaluation or they are currently on a performance improvement plan and therefore are not eligible to telecommute
 - At the request of the employee
 - Flexible work schedules

EXECUTIVE BRANCH STAFFING MODEL

- Telecommuting (Hybrid) – 37% of Executive Branch
 - Historically authorized in 101 KAR 2:095, Section 8 and 101 KAR 3:050, Section 9
 - Criteria considerations for determining position eligibility
 - Executive Branch Telecommuting policy
 - Required supervisor and employee training
 - Terms & Conditions Agreement
 - Safety checklist
 - Flexible work schedules

EXECUTIVE BRANCH STAFFING MODEL

- Telecommuting (100%) - 13% of Executive Branch
 - Historically authorized in 101 KAR 2:095, Section 8 and 101 KAR 3:050, Section 9
 - Requires the approval of the Personnel Cabinet
 - Criteria considerations for determining position eligibility
 - Executive Branch Telecommuting policy
 - Required supervisor and employee training
 - Terms & Conditions Agreement
 - Safety checklist
 - Flexible work schedules

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