

**GENERAL GOVERNMENT CABINET**  
**Personnel Board**  
**(Amendment)**

**101 KAR 1:325. Probationary periods.**

RELATES TO: KRS 18A.005, 18A.0751(1)(e), (4)(e), 18A.111

STATUTORY AUTHORITY: KRS 18A.005, 18A.075(1), 18A.0751(1)(e), (4)(e)

NECESSITY, FUNCTION, AND CONFORMITY: KRS 18A.075(1) requires the Personnel Board to promulgate comprehensive administrative regulations consistent with the provisions of KRS 18A.005 to 18A.200. KRS 18A.0751(1)(e) requires the Personnel Board to promulgate comprehensive administrative regulations for the classified service governing probation. KRS 18A.0751(4)(e) authorizes the Personnel Board to promulgate administrative regulations to establish an initial probationary period in excess of six (6) months for specific job classifications. This administrative regulation establishes the requirements relating to probationary periods.

**Section 1. Initial Probationary Period.**

(1) The initial probationary period shall be computed from the effective date of appointment to the corresponding date in the sixth or final month, depending upon the length of initial probationary period, except as established in KRS 18A.111.

(2) The following job classifications shall require an initial probationary period in excess of six (6) months:

Title Code	Job Classification	Length of Initial Probationary Period
20000538	Golf Course Superintendent I	9 months
20000539	Golf Course Superintendent II	9 months
20000558	Parks Golf Professional	9 months
20000677	State Park Ranger I	9 months
20000562	Resort Park Manager I	12 months
20000563	Resort Park Manager II	12 months
20000564	Resort Park Manager III	12 months
20000568	Parks Program Services Supervisor	9 months
20000569	Parks Camping/Boat Dock Manager	9 months
20000570	Park Business Manager I	12 months
20000571	Park Business Manager II	12 months
20000572	Park Manager I/Historic Site Manager	12 months
20000573	Park Manager II	12 months
20000574	Park Manager III	12 months
20000609	Conservation Officer Recruit	12 months
20000616	Veterans Benefits Field Rep I	9 months
20000618	Veterans Benefits Regional Administrator	9 months
20000672	Facilities Security Sergeant	12 months
20000673	Facilities Security Lieutenant	12 months
20000676	State Park Ranger Recruit	12 months
20000680	Facilities Security Officer II	12 months

20000683	Mounted Patrol Officer Recruit	12 months
20000687	Police Telecommunicator I	12 months
20000688	Police Telecommunicator II	12 months
20000689	Police Telecommunications Shift Supervisor	12 months
20000690	Police Telecommunications Supervisor	12 months
20000692	CVE Inspector I	12 months
20000694	CJIS (Criminal Justice Information System) Compliance Specialist I	12 months
20000695	CJIS Compliance Specialist II	12 months
20000696	CJIS Compliance Specialist III	12 months
20000697	CJIS Compliance Supervisor	12 months
20000698	Transportation Operations Center Specialist I	12 months
20000703	Polygraph Examiner II	12 months
20000704	Polygraph Examiner I	12 months
20000713	Driver's Test Administrator	12 months
20000719	Law Enforcement Training Instructor I	12 months
20000722	Law Enforcement Training Instructor I - Telecommunications	12 months
20000813	Boiler Inspector I	12 months
20000817	HVAC Inspector I	12 months
20000820	Fire Protection Systems Inspector	12 months
20000821	Industrial Hygienist I	12 months
20000834	OSH Compliance Officer I	12 months
20000852	OSH Safety Consultant I	12 months
20000856	Industrial Hygienist Consultant I	12 months
20000888	Insurance Fraud Investigator I	12 months
20000889	Insurance Fraud Investigator II	12 months
20000890	Insurance Fraud Investigator Supervisor	12 months
20000938	Forensic Firearms and Toolmark Examiner I	12 months
20000940	Forensic Chemist I	12 months
20000941	Forensic Chemist II	12 months
20000943	Forensic Biologist I	12 months
20000944	Forensic Biologist II	12 months
20000953	Forensic Computer Examiner I	12 months
20000954	Forensic Computer Examiner II	12 months
20000955	Forensic Computer Examiner III	12 months
20000963	Therapy Program Assistant	9 months
20000974	Audiologist I	12 months
20001001	Patient Aide I	9 months
20001021	Nursing Investigator	12 months

20001037	Medical Investigator I	12 months
20001038	Medical Investigator II	12 months
20001105	KSB/KSD Administrator III	12 months
20001107	KSB/KSD Administrator V	12 months
20001122	Disability Adjudicator I	12 months
20001125	Social Service Worker I	9 months
20001132	Field Services Supervisor	12 months
20001135	Juvenile Facility Superintendent I	12 months
20001136	Juvenile Facility Superintendent III	12 months
20001137	Facilities Regional Administrator	12 months
20001138	Youth Services Program Supervisor	12 months
20001139	Juvenile Facility Superintendent II	12 months
20001140	Family Services Office Supervisor	12 months
20001142	Human Rights Specialist	12 months
20001157	Administrative Hearing Officer I	12 months
20001159	Human Rights Enforcement Branch Manager	12 months
20001162	Human Rights Research/Information Compliance Supervisor	12 months
20001163	Human Rights Housing Compliance Supervisor	12 months
20001164	Human Rights Employment/Public Accommodations Compliance Supervisor	12 months
20001165	Human Rights Compliance Enforcement Officer II	12 months
20001166	Probation and Parole Officer I	12 months
20001171	Youth Worker I	12 months
20001174	Youth Worker Supervisor	12 months
20001175	Juvenile Services District Supervisor	12 months
20001184	Service Region Administrator	12 months
20001185	Service Region Administrator Associate	12 months
20001186	Service Region Clinical Associate	12 months
<del>20001788</del>	<del>Revenue Field Auditor I</del>	<del>12 months</del>
<del>20001807</del>	<del>Revenue Auditor I</del>	<del>12 months</del>
20001841	Criminal Intelligence Analyst I	12 months
20001842	Criminal Intelligence Analyst II	12 months
20001876	Law Clerk	12 months
20001895	Environmental Administrative Hearing Officer	12 months
20001904	Investigator I	12 months
21000900	Financial Institutions Examiner I	12 months
21000901	Financial Institutions Examiner II	12 months
21002025	Highway Technician Assistant I	12 months

21002026	Highway Technician Assistant II	12 months
21002027	Highway Technician I	12 months
21002028	Highway Technician II	12 months
21002029	Highway Technician III	12 months
21002030	Highway Technician IV	12 months
21002031	Highway Technician Superintendent I	12 months
21002032	Highway Technician Superintendent II	12 months
21002326	Apprentice I	12 months
21002327	Apprentice II	12 months
21002476	Boards and Commissions Support Specialist	12 months
21002825	Advanced Practice Registered Nurse Investigator	12 months

(3) If the length of the initial probationary period for a job classification is changed, an employee serving an initial probationary period on the effective date of the change shall serve the shorter of the initial probationary periods. If an employee is appointed, the employee's appointing authority shall advise the employee of the period of his initial probation.

#### Section 2. Promotional Probationary Period.

(1) An employee who satisfactorily completes the promotional probationary period shall be granted status in the position to which he has been promoted. Unless an employee receives notice prior to the end of his promotional probationary period that he has failed to satisfactorily complete the promotional probationary period and that he is being reverted, the employee shall be deemed to have served satisfactorily and shall acquire status in the position to which he has been promoted.

(2) An employee who fails to satisfactorily complete a promotional probationary period shall be reverted to his former position or to a position in the same job classification as his former position. A written notification shall be sent to the employee to advise the employee of the effective date of reversion. A copy of the notice of reversion shall be forwarded to the Secretary of Personnel on the same date notice is delivered to the employee.

(3) Except as established in KRS 18A.111, the promotional probationary period shall be computed from the effective date of promotion to the corresponding date in the appropriate month following promotion as established in KRS 18A.005(27).

(4) The promotional probationary period shall be the same length as the initial probationary period for each job classification.

#### Section 3. Probationary Period Upon Reinstatement.

(1) An employee who is reinstated to a position in the classified service no later than twelve (12) months after the beginning of a break in the classified service shall be reinstated with status. This shall include an employee ordered reinstated pursuant to KRS 18A.111(3), unless the board rules otherwise.

(2) An employee who is reinstated to the classified service more than twelve (12) months after a break in service, except an employee ordered reinstated pursuant to KRS 18A.111(3), shall serve an initial probationary period.

(13 Ky.R. 393; eff. 9-4-1986; 899; eff. 12-2-1986; 1709; eff. 5-14-1987; 14 Ky.R. 831; eff. 12-11-1987; 15 Ky.R. 266; 950; eff. 9-14-1988; 1659; 2148; eff. 3-8-1989; 16 Ky.R. 372; eff. 10-11-89; 2439; eff. 7-12-1990; 17 Ky.R. 1114; eff. 11-14-1990; 2755; 3104; eff. 4-10-

1991; 18 Ky.R. 82; eff. 9-6-1991; 19 Ky.R. 961; eff. 12-9-1992; 21 Ky.R. 1361; eff. 12-14-1994; 22 Ky.R. 1332; eff. 3-7-1996; 23 Ky.R. 3070; eff. 3-26-1997; 24 Ky.R. 1749; 2105; eff. 4-13-1998; 25 Ky.R. 398; eff. 10-12-1998; 26 Ky.R. 1021; 1402; eff. 1-18-2000; 28 Ky.R. 2242; eff. 6-14-2002; 29 Ky.R. 2116; 2446; eff. 4-11-2003; 31 Ky.R. 994; eff. 1-21-2005; 32 Ky.R. 1141; eff. 3-3-2006; 33 Ky.R. 1875; 2930; eff. 4-6-2007; 34 Ky.R. 2022; 2378; eff. 6-6-2008; 35 Ky.R. 1846; eff. 4-3-2009; 36 Ky.R.1961; eff. 5-7-2010; 37 Ky.R. 2666; eff. 7-21-2011; 40 Ky.R. 1813; 2252; eff. 5-2-2014; 41 Ky.R. 1839; 2067; eff. 5-1-2015; 42 Ky.R. 1582; eff. 2-5-2016; 43 Ky.R. 1001; 3-3-2017; 44 Ky.R. 1374, 1809; eff. 3-9-2018; 44 Ky.R. 2542; eff. 8-31-2018; 46 Ky.R. 2290; eff. 9-1-2020; 48 Ky.R. 1825; eff. 5-31-2022.)

*MARK A. SIPEK, Executive Director*

APPROVED BY AGENCY: November 15, 2021

FILED WITH LRC: November 15, 2021 at 11:05 p.m.

**PUBLIC HEARING AND COMMENT PERIOD:** A public hearing on this administrative regulation shall be held on January 28, 2022, at 9:30 a.m. Eastern Time at 1025 Capital Center Drive, Suite 105, Frankfort, Kentucky 40601. Individuals interested in being heard at this hearing shall notify this agency in writing by five workdays prior to the hearing, of their intent to attend. If no notification of intent to attend the hearing is received by that date, the hearing may be canceled. This hearing is open to the public. Any person who wishes to be heard will be given an opportunity to comment on the proposed administrative regulation. A transcript of the public hearing will not be made unless a written request for a transcript is made. If you do not wish to be heard at the public hearing, you may submit written comments on the proposed administrative regulation. Written comments shall be accepted through end of the day, January 31 2022. Send written notification of intent to be heard at the public hearing or written comments on the proposed administrative regulation to the contact person.

**CONTACT PERSON:** Stafford Easterling General Counsel, Personnel Board, 1025 Capital Center Drive, Suite 105, Frankfort, Kentucky 40601, phone (502) 564-7830, fax (502) 695-5799, email [stafford.easterling@ky.gov](mailto:stafford.easterling@ky.gov).

## REGULATORY IMPACT ANALYSIS AND TIERING STATEMENT

**Contact Person: Stafford Easterling**

**(1) Provide a brief summary of:**

**(a) What this administrative regulation does:**

This regulation defines the mandatory initial probationary periods of specific job classifications from the effective date of appointment.

**(b) The necessity of this administrative regulation:**

This regulation is necessary to set the requirements of probationary periods.

**(c) How this administrative regulation conforms to the content of the authorizing statutes:**

18A.075(1)(4)(e) authorizes the Personnel Board to establish initial probationary periods.

**(d) How this administrative regulation currently assists or will assist in the effective administration of the statutes:**

This regulation will continue to provide effective administration of the statutes by its requirements to establish probationary periods.

**(2) If this is an amendment to an existing administrative regulation, provide a brief summary of:**

**(a) How the amendment will change this existing administrative regulation:**

This amendment sets the mandatory probationary period for the job classifications of Revenue Auditor I and Revenue Field Auditor I to a six (6) - month term, reducing the current twelve (12) - month probationary period due to organizational need.

**(b) The necessity of the amendment to this administrative regulation:**

The amendment is necessary to provide uniformity with the requirements of the Fair Labor Standards Act.

**(c) How the amendment conforms to the content of the authorizing statutes:**

The amendment ensures consistent six (6) - month initial probationary periods within the Department of Revenue's job classifications.

**(d) How the amendment will assist in the effective administration of the statutes:**

This amendment provides clarity and consistently required for establishment of initial probationary periods in addition to meeting the needs of the Department of Revenue and the Personnel Cabinet.

**(3) List the type and number of individuals, businesses, organizations, or state and local governments affected by this administrative regulation:**

This regulation as a whole affects all state government agencies; however, this amendment affects only the Department of Revenue and the Personnel Cabinet.

**(4) Provide an analysis of how the entities identified in question (3) will be impacted by either the implementation of this administrative regulation, if new, or by the change, if it is an amendment, including:**

**(a) List the actions that each of the regulated entities identified in question (3) will have to take to comply with this administrative regulation or amendment:**

The impacted agencies will need to implement minor procedural changes to reflect the reduction of the initial probationary period from twelve (12) months to six (6)

months for the two (2) job classifications specified.

**(b) In complying with this administrative regulation or amendment, how much will it cost each of the entities identified in question (3):**

There will be no additional cost to the entities to comply with this regulation.

**(c) As a result of compliance, what benefits will accrue to the entities identified in question (3):**

By reducing the initial probationary period from twelve (12) to six (6) months for Revenue Auditor I and Revenue Field Auditor I, amongst other benefits, the agencies believe it will result in the improved recruitment and retention of trained, qualified auditors.

**(5) Provide an estimate of how much it will cost the administrative body to implement this administrative regulation:**

**(a) Initially:**

There will be no cost to implement this amendment.

**(b) On a continuing basis:**

There will be no ongoing cost to implement this amendment.

**(6) What is the source of the funding to be used for the implementation and enforcement of this administrative regulation:**

There is no need for a source of funding to implement and enforce this regulation.

**(7) Provide an assessment of whether an increase in fees or funding will be necessary to implement this administrative regulation, if new, or by the change if it is an amendment:**

There will not be an increase in fees or a necessity in funding to implement this amendment.

**(8) State whether or not this administrative regulation established any fees or directly or indirectly increased any fees:**

This regulation, as amended, is not anticipated to generate any new or additional fees.

**(9) TIERING: Is tiering applied?**

No. This regulation, as amended, treats all impacted employees the same.

## FISCAL NOTE ON STATE OR LOCAL GOVERNMENT

**(1) What units, parts or divisions of state or local government (including cities, counties, fire departments, or school districts) will be impacted by this administrative regulation?**

No answer provided.

**(2) Identify each state or federal statute or federal regulation that requires or authorizes the action taken by the administrative regulation.**

KRS 18A.005, KRS 18A.075(1), and 18A.0751(1)(e), (4)(e).

**(3) Estimate the effect of this administrative regulation on the expenditures and revenues of a state or local government agency (including cities, counties, fire departments, or school districts) for the first full year the administrative regulation is to be in effect.**

**(a) How much revenue will this administrative regulation generate for the state or local government (including cities, counties, fire departments, or school districts) for the first year?**

No revenue will be generated.

**(b) How much revenue will this administrative regulation generate for the state or local government (including cities, counties, fire departments, or school districts) for subsequent years?**

No revenue will be generated.

**(c) How much will it cost to administer this program for the first year?**

There are no estimated costs to administer the amendments to this regulation.

**(d) How much will it cost to administer this program for subsequent years?**

Note: If specific dollar estimates cannot be determined, provide a brief narrative to explain the fiscal impact of the administrative regulation. There are no estimated costs for subsequent years to administer the amendments to this regulation.

**Note: If specific dollar estimates cannot be determined, provide a brief narrative to explain the fiscal impact of the administrative regulation.**

**Revenues (+/-):**

**Expenditures (+/-):**

**Other Explanation:**

There should be no increase or decrease in the cost to administer this administrative regulation.