

**PERSONNEL CABINET**  
**(New Administrative Regulation)**

**101 KAR 2:086. Internship interview preference.**

RELATES TO: KRS 18A.030, 18A.032, 18A.110

STATUTORY AUTHORITY: KRS 18A.110

NECESSITY, FUNCTION, AND CONFORMITY: KRS 18A.030 directs the secretary of the Personnel Cabinet to establish general procedures for personnel recruitment, for certification, and for improving the efficiency of employed personnel. KRS 18A.110 requires the secretary to promulgate administrative regulations for the classified service hiring and selection process, to include (1)(a) applications and examinations, (1)(b) certification and selection of eligibles, (1)(f) registers, and (7)(j) other administrative regulations not inconsistent with KRS Chapter 18A and KRS Chapter 13A, as may be proper and necessary for its enforcement. This administrative regulation establishes internship interview preference for the KRS Chapter 18A classified service hiring process.

Section 1. Eligibility. An applicant shall be granted an internship interview preference for the position applied for if he or she:

- (1) Meets the minimum qualifications of the KRS Chapter 18A classified position applied for; and
- (2) Provides documentation verifying his or her successful completion of an internship coordinated by the Personnel Cabinet.

Section 2. Procedures.

- (1) Applicants entitled to internship interview preference as set forth in Section 1 of this administrative regulation shall be clearly identified.
- (2) If the number of applicants granted an interview preference for an advertised classified position is less than five (5), the employing agency shall offer an interview to all applicants identified in subsection (1) of this section.
- (3) If the number of applicants granted an interview preference for an advertised classified position equals or exceeds five (5), the employing agency shall offer an interview to no fewer than five (5) applicants identified in subsection (1) of this section.

Section 3. Restrictions.

- (1) Internship interview preference shall expire:
  - (a) Upon initial appointment to any position in the classified service; or
  - (b) After five (5) years from the date of internship completion.
- (2) The secretary may revoke an applicant's internship interview preference for one (1) or more positions due to factors listed in KRS 18A.032.
- (3) The secretary may designate specific positions, job classifications, or agencies as exempt from internship interview preference requirements.
- (4) The provisions of this administrative regulation shall be effective for KRS Chapter 18A classified positions advertised beginning July 1, 2025

*MARY ELIZABETH BAILEY, Secretary*

APPROVED BY AGENCY: August 9, 2024

FILED WITH LRC: August 14, 2024 at 9:00 a.m.

PUBLIC HEARING AND COMMENT PERIOD: A public hearing on this administrative regulation shall be held on October 21, 2024, at 10:00 a.m. at 501 High Street, 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 was received by that date, the hearing may

be cancelled. 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 October 31, 2024. 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: Rosemary Holbrook, Executive Director, Office of Legal Services, 501 High Street, 3rd floor, Frankfort, Kentucky 40601, phone (502) 564-7430, fax (502) 564-0224, email [RosemaryG.Holbrook@ky.gov](mailto:RosemaryG.Holbrook@ky.gov).