

1 AN ACT relating to state personnel.

2 ***Be it enacted by the General Assembly of the Commonwealth of Kentucky:***

3 ➔Section 1. KRS 18A.005 is amended to read as follows:

4 As used in this chapter, unless the context indicates otherwise:

- 5 (1) "Appointing authority" means the agency head or any person whom he or she has  
6 authorized by law to designate to act on behalf of the agency with respect to  
7 employee appointments, position establishments, payroll documents, register  
8 requests, waiver requests, requests for certification, or other position actions. Such  
9 designation shall be in writing and signed by both the agency head and his or her  
10 designee. Prior to the exercise of appointing authority, such designation shall be  
11 filed with the secretary;
- 12 (2) "Base salary or wages" means the compensation to which an employee is entitled  
13 under the salary schedules adopted pursuant to the provisions of KRS 18A.030 and  
14 18A.110. Base salary or wages shall be adjusted as provided under the provisions of  
15 KRS 18A.355 and 48.130;
- 16 (3) "Board" means the Personnel Board created by KRS 18A.045;
- 17 (4) "Career employee" means a state employee with sixteen (16) or more years of  
18 permanent full-time state service, or the part-time employment equivalent of at least  
19 sixteen (16) years of full-time state service. The service may have been in the  
20 classified service under this chapter, the unclassified service in the executive branch  
21 of state government, or a combination thereof. At least five (5) years of the  
22 combined service shall have been in the classified service under this chapter;
- 23 (5) "Certification" means the referral of the name of one (1) or more qualified  
24 prospective employees by the secretary on request of an appointing officer for  
25 consideration in filling a position in the classified service;
- 26 (6) "Class" means a group of positions sufficiently similar as to duties performed,  
27 scope of discretion and responsibility, minimum requirements of training,

- 1 experience, or skill, and such other characteristics that the same title, the same tests  
2 of fitness, and the same schedule of compensation have been or may be applied to  
3 each position in the group;
- 4 (7) "Classified employee" means an employee appointed to a position in the classified  
5 service under this chapter whose appointment and employment are subject to the  
6 classified service provisions of this chapter and the administrative regulations  
7 promulgated under this chapter;
- 8 (8) "Classified position" means a position in the executive branch of state government  
9 that is not exempt from the classified service under KRS Chapter 16, KRS 18A.115,  
10 KRS Chapter 151B, or any other provision of law;
- 11 (9) "Classified service" includes all the employment subject to the terms of this chapter  
12 except for those positions expressly cited in KRS 18A.115; a "classified position" is  
13 a position in the classified service;
- 14 (10) "Secretary" means the secretary of the Personnel Cabinet as provided for in KRS  
15 18A.015;
- 16 (11) "Demotion" means a change in the rank of an employee from a position in one (1)  
17 class to a position in another class having a lower minimum salary range and less  
18 discretion or responsibility;
- 19 (12) "Cabinet" means the Personnel Cabinet provided for in KRS 18A.015, unless the  
20 context indicates otherwise;
- 21 (13) "Eligible" refers to a person who has made a passing score on any examination  
22 required under KRS 18A.005~~[18A.010]~~ to 18A.200 or 18A.201 or who has  
23 qualified to be placed on a register;
- 24 (14) "Employee" means a person regularly appointed to a position in the state service for  
25 which he or she is compensated on a full-time, part-time, or interim basis;
- 26 (15) "Federally funded time-limited employee" means an employee in the unclassified  
27 service, appointed to a position that is funded one hundred percent (100%) by a

1 federal grant or grants. An employee appointed to a federally funded time-limited  
2 position shall be required to meet the minimum requirements for the classification  
3 in which he or she is hired and, subject to the provisions of KRS 18A.113, shall  
4 serve at the pleasure of the appointing authority during a period of time that shall  
5 not exceed the life of the federal grant that funds the position. A federally funded  
6 time-limited employee who has been aggrieved by notice of disciplinary action or  
7 termination, other than an action based on expiration of the federal grant funding,  
8 may petition the appointing authority of the agency for the opportunity to be heard  
9 by the appointing authority or his or her designee prior to the effective date of the  
10 disciplinary action or termination. The decision of the appointing authority shall be  
11 final except as provided by KRS 18A.095(11)(~~14~~) and 18A.140. A federally  
12 funded time-limited employee shall not have the right of appeal to the Personnel  
13 Board except as provided by KRS 18A.095(11)(~~14~~) and 18A.140;

14 (16) "Federally funded position" means a full-time or a part-time position in which the  
15 unclassified employee is eligible for benefits at the same level as a classified  
16 employee in a permanent position;

17 (17) "Full-time employee" means an employee in a full-time position;

18 (18) "Full-time position" means a position, other than an interim position, requiring an  
19 employee to work at least thirty-seven and one-half (37.5) hours in a work week,  
20 except for the following:

21 (a) Positions in the state parks, where the work assigned is dependent upon  
22 fluctuations in tourism, may be assigned work hours from twenty-five (25)  
23 hours per week during the off seasons and remain in full-time positions; and

24 (b) Positions in health care facilities, which regularly involve three (3)  
25 consecutive days of twelve (12) hour shifts to cover weekends, shall be  
26 considered full-time;

27 (19) "Initial probation" means the period of service following initial appointment to any

1 position under KRS 18A.005~~[18A.010]~~to 18A.200 or 18A.201 which requires  
2 special observation and evaluation of an employee's work and which must be  
3 passed successfully before status may be conferred as provided in KRS 18A.110  
4 and by the provisions of this chapter. If the appointee is granted leave in excess of  
5 twenty (20) consecutive work days during this period, his or her initial probation  
6 shall be extended for the same length of time as the granted leave to cover such  
7 absence;

8 (20) "Interim employee" means an unclassified employee without status who has been  
9 appointed to an interim position that shall be less than nine (9) months duration;

10 (21) "Interim position" means a position established to address a one-time or recurring  
11 need of less than nine (9) months duration and exempt from the classified service  
12 under KRS 18A.115;

13 (22) "Part-time employee" means an employee in a part-time position;

14 (23) "Part-time position" means a position, other than an interim position, requiring an  
15 employee to work less than one hundred (100) hours per month;

16 (24) "Position" means an office or employment in an agency (whether part-time, full-  
17 time, or interim, occupied, or vacant) involving duties requiring the services of one  
18 (1) person;

19 (25) "Promotion" means a change of rank of an employee from a position in one (1)  
20 class to a position in another class having a higher minimum salary or carrying a  
21 greater scope of discretion or responsibility;

22 (26) "Promotional probation" means the period of service, consistent with the length of  
23 the initial probationary period, following the promotion of an employee with status  
24 which must be successfully completed in order for the employee to retain the  
25 position to which he or she has been promoted. If the employee is granted leave in  
26 excess of twenty (20) consecutive work days during this period, his or her  
27 promotional probation shall be extended for the same length of time as the granted

- 1 leave to cover such absence;
- 2 (27) "Qualifying" means the selection method type which results when the knowledge,  
3 skills, and abilities necessary for a job classification cannot be accurately measured  
4 by written examination;
- 5 (28) "Reallocation" means the correction of the classification of an existing position by  
6 placement of the position into the classification that is appropriate for the duties the  
7 employee has been and shall continue to perform;
- 8 (29) "Reclassification" shall mean the change in the classification of an employee when  
9 a material and permanent change in the duties or responsibilities of that employee  
10 has been assigned in writing by the appointing authority;
- 11 (30) "Reemployment" shall mean the rehiring of an employee with status who has been  
12 laid off;
- 13 (31) "Reemployment register" means the separate list of names of persons who have  
14 been separated from state service by reason of layoff. Reemployment registers shall  
15 be used as provided by the provisions of KRS 18A.110, 18A.130, and 18A.135;
- 16 (32) "Register" means any official list of eligibles for a particular class and, except as  
17 provided in this chapter, placed in rank order according to the examination scores  
18 maintained for use in making original appointments or promotions to positions in  
19 the classified service;
- 20 (33) "Reinstatement" means the privilege of restoration of an employee who has  
21 resigned in good standing at the option of the appointing authority, or who has been  
22 ordered reinstated by the board or a court to a position in his former class, or to a  
23 position of like status and pay;
- 24 (34) "Reversion" means either the returning of a status employee to his or her last  
25 position held in the classified service, if vacant, or the returning of a status  
26 employee to a vacant position in the same or similar job classification as his or her  
27 last position held in the classified service. Reversion occurs after a career employee

1 is terminated other than for cause from the unclassified service or after a status  
2 employee fails to successfully complete promotional probation. Reversion after  
3 unsuccessful completion of promotional probation, or in the case of a career  
4 employee after termination from the unclassified service, may only be appealed to  
5 the Personnel Board under KRS 18A.095(11);

6 (35) "Seniority" means the total number of months of state service;

7 (36) "Status" means the acquisition of tenure with all rights and privileges granted by the  
8 provisions of this chapter after satisfactory completion of the initial probationary  
9 period by an employee in the classified service; and

10 (37) "Transfer" means a movement of any employee from one (1) position to another of  
11 the same grade having the same salary ranges, the same level of responsibility  
12 within the classified service, and the same salary received immediately prior to  
13 transfer.

14 ➔Section 2. KRS 18A.035 is amended to read as follows:

15 (1) The secretary may from time to time designate in writing an employee of the  
16 cabinet to act for him in case of his absence or inability from any cause to discharge  
17 the powers and duties of his position. In this case, the powers and duties of the  
18 secretary shall devolve upon his designee.

19 (2) The secretary may request appropriate persons, including officers and employees in  
20 the state service, to assist in the preparation and rating of tests. Department heads  
21 shall cooperate to the fullest extent possible in making the services of their  
22 employees available for such work.

23 (3) (a) The secretary may enter into written agreements with an appointing authority  
24 which would provide for the delegation of his authority and power to the  
25 appointing authority. The secretary is prohibited from delegating any powers  
26 or authority pertaining to disciplinary actions, lay-offs, or registers.

27 (b) All written agreements delegating the secretary's power and authority as

1 provided in paragraph (a) of this subsection shall be specific in nature and  
2 renewed annually.

3 (c) A copy of the written agreements shall be forwarded to the Personnel Board.

4 ~~[(4) The secretary shall serve ex officio as a member of the board of trustees of the  
5 Kentucky Employees Retirement System.]~~

6 ➔Section 3. KRS 18A.050 is amended to read as follows:

7 (1) ~~[Any person serving on the board on July 15, 1982, shall serve until the expiration  
8 of his current term of office. Subsequent ]~~Appointments ***to the board*** shall be for a  
9 term of four (4) years from the date of expiration of the term for which his ***or her***  
10 predecessor was appointed as provided in ***subsection***~~[subsections] (2)[ and (3)]~~ of  
11 this section, except that a person appointed to fill a vacancy prior to the expiration  
12 of such term shall be appointed in the same manner as provided in KRS 18A.045  
13 and for the remainder of such term.

14 (2) ~~[Upon the expiration of the terms of office of the two (2) board members whose  
15 terms expire January 1, 1984, The Governor shall appoint two (2) members from a  
16 list of four (4) names submitted by the Legislative Research Commission.  
17 Thereafter, upon the expiration of these terms, such terms shall be filled in the same  
18 manner as provided in this subsection.]~~

19 (3) ~~Upon the expiration of the terms of office, of the members whose terms expire  
20 December 31, 1982, January 1, 1985, and January 1, 1986, ]~~The Governor shall  
21 appoint ***five (5)*** citizens at large who are not associated with state government in  
22 any manner. Thereafter upon the expiration of these terms, such terms shall be  
23 filled in the same manner as provided in this subsection.

24 (4) These five (5) appointments to the board shall be subject to confirmation by the  
25 Senate. If the Senate is not in session, these five (5) appointments shall be subject to  
26 review by the Interim Joint Committee on State Government which shall hold a  
27 public hearing and shall transmit its recommendations to the Senate.

- 1 (5) The initial election of classified employees to the board shall be held as provided in  
 2 KRS 18A.0551. The two (2) classified employees ~~[initially]~~ elected to the board  
 3 shall serve ~~[until July 1, 1986. Subsequent elections shall be for]~~ a term of four (4)  
 4 years from the date of expiration of the term for which his ***or her*** predecessor was  
 5 elected. If a vacancy occurs prior to the expiration of such term, the board shall fill  
 6 the vacancy as provided in KRS 18A.060.
- 7 (6) If an elected board member ***separates from the classified service, the member shall***  
 8 ***immediately vacate his or her position on the board, or his or her membership***  
 9 ***shall be terminated by the board,*** ~~[accepts an unclassified position with state~~  
 10 ~~government, his membership on the board shall be terminated immediately]~~ and the  
 11 vacancy shall be filled as provided in KRS 18A.060.
- 12 (7) If an elected board member accepts a classified position in a cabinet employing  
 13 another board member or if, through no fault of his ***or her*** own, he ***or she*** is placed  
 14 in that cabinet, his ***or her*** membership on the board shall not be terminated for the  
 15 remainder of his term.
- 16 ➔Section 4. KRS 18A.0751 is amended to read as follows:
- 17 (1) The board shall promulgate comprehensive administrative regulations for the  
 18 classified service governing:
- 19 (a) Appeals by state employees;
- 20 (b) Demotion;
- 21 (c) Dismissal;
- 22 (d) ~~[Fines, ]~~Suspensions~~[,]~~ and other disciplinary measures;
- 23 (e) Probation, provided that the board may not require an initial probationary  
 24 period in excess of six (6) months except as provided in subsection (4)~~(d)~~~~(e)~~  
 25 of this section and KRS 18A.005;
- 26 (f) Promotion;
- 27 (g) Reinstatement;



- 1 (h) Transfer; and
- 2 (i) Employee grievances and complaints.
- 3 (2) (a) ~~[These]~~ Administrative regulations ***promulgated by the board*** shall comply
- 4 with the provisions of this chapter and KRS Chapter 13A, and shall have the
- 5 force and effect of law, when approved by the board, after compliance with
- 6 the provisions of KRS Chapters 13A and 18A and the procedures adopted
- 7 thereunder.~~[;]~~
- 8 (b) Administrative regulations promulgated by the board shall not expand or
- 9 restrict rights granted to, or duties imposed upon, employees and
- 10 administrative bodies by the provisions of this chapter.~~[; and]~~
- 11 (c) No administrative body, other than the Personnel Board, shall promulgate
- 12 administrative regulations governing the subject matters specified in this
- 13 section.
- 14 (3) Prior to filing an administrative regulation with the Legislative Research
- 15 Commission, the board shall submit the administrative regulation to the secretary
- 16 for review:
- 17 (a) The secretary shall review the administrative regulation proposed by the board
- 18 not more than twenty (20) days after its submission to him or her;
- 19 (b) Not more than five (5) days after his review, the secretary shall submit his or
- 20 her recommendations in writing to the board;
- 21 (c) The board shall review the recommendations of the secretary and may revise
- 22 the proposed administrative regulation as it deems necessary; and
- 23 (d) After the board has completed the review provided for in this section, it may
- 24 file the proposed administrative regulation with the Legislative Research
- 25 Commission pursuant to the provisions of KRS Chapter 13A.
- 26 (4) These administrative regulations shall provide:
- 27 (a) For the procedures to be utilized by the board in the conduct of hearings by

1 the board, consistent with the provisions of KRS Chapter 13B;

2 (b) For reduction in rank or grade as provided by this chapter;

3 (c) For discharge, as provided by this section;

4 (d) ~~For imposition, as disciplinary measures, of a fine of not more than ten (10)~~  
5 ~~working days' pay, or for suspension from the service without pay for no~~  
6 ~~longer than thirty (30) working days and, in accordance with the provisions of~~  
7 ~~KRS 18A.095, for the manner of notification of the employee of the discipline~~  
8 ~~and his or her right of appeal;~~

9 ~~(e)~~ No probationary period may exceed twelve (12) months, except as provided  
10 in KRS 18A.005. The secretary may recommend an initial probationary  
11 period in excess of six (6) months for specific job classifications to the board.  
12 This recommendation shall take the form of a proposed administrative  
13 regulation that shall be submitted to the board for approval. The subject of the  
14 administrative regulation shall be limited to job classifications for which an  
15 initial probationary period in excess of six (6) months is required and shall  
16 specify:

17 1. The job classification for which an initial probationary period in excess  
18 of six (6) months is required; and

19 2. The specific number of months constituting the initial probationary  
20 period for the job classification. No other administrative regulation shall  
21 include any provision prescribing an initial probationary period in  
22 excess of six (6) months, except as provided in KRS 18A.005. Upon  
23 approval by the board of the proposed administrative regulation  
24 provided for in this paragraph, the board shall file the regulation with  
25 the Legislative Research Commission as provided by KRS Chapter 13A;

26 ~~(e)~~~~(f)~~ For promotions which shall give appropriate consideration to the  
27 applicant's qualifications, record of performance, conduct, and seniority.

1 Except as provided by this chapter, vacancies shall be filled by promotion  
2 whenever practicable and in the best interest of the service;

3 ~~[(g) For reemployment of laid-off employees in accordance with the provisions of  
4 this chapter;]~~

5 ~~[(f) [(h)]~~ For transfer from a position in one (1) department to a similar position  
6 in another department involving similar qualifications, duties, responsibilities,  
7 and salary ranges as provided by the provisions of KRS 18A.113;

8 ~~[(g) [(i)]~~ For establishment of a plan for resolving employee grievances and  
9 complaints. This plan shall not restrict rights granted employees by the  
10 provisions of this chapter;

11 ~~[(h) [(j)]~~ For promotion of career employees to positions in the unclassified  
12 service without loss of status to the individual employees so promoted, as  
13 provided by this chapter; and

14 ~~[(i) [(k)]~~ For any other administrative regulations not inconsistent with this  
15 chapter and KRS Chapter 13A as may be proper and necessary for its  
16 enforcement.

17 ➔Section 5. KRS 18A.095 is amended to read as follows:

18 (1) A classified employee with status shall not be dismissed, demoted, suspended  
19 without pay, or involuntarily transferred except for cause.

20 (2) Prior to dismissal, a classified employee with status shall be notified in writing of  
21 the intent to dismiss him or her. The notice shall also state:

22 (a) The specific reasons for dismissal, including:

- 23 1. The statutory, regulatory, or policy violation;
- 24 2. The specific action or activity on which the intent to dismiss is based;
- 25 3. The date and place of such action or activity; and
- 26 4. The names of the parties involved;

27 (b) That the employee has the right to appear personally, or with counsel if he or

1 she has retained counsel, to reply to the appointing authority or his or her  
2 designee; and

3 (c) Whether the employee is placed on administrative leave by the appointing  
4 authority with pay upon receiving the intent to dismiss letter prior to the  
5 agency's final action.

6 (3) The Personnel Cabinet shall prescribe and distribute a pretermination form to be  
7 completed and forwarded by an employee who wishes to appear before the  
8 appointing authority or his or her designee. The form shall be attached to every  
9 notice of intent to dismiss and shall contain written instructions explaining:

10 (a) The right granted an employee under the provisions of this section relating to  
11 pretermination hearings; and

12 (b) The time limits and procedures to be followed by all parties in pretermination  
13 hearings.

14 (4) No later than five (5) working days after receipt of the notice of intent to dismiss,  
15 excluding the day he or she receives the notice, the employee may request to  
16 appear, personally or with counsel if he or she has retained counsel, to reply to the  
17 appointing authority or his or her designee.

18 (5) Unless agreed to by the appointing authority or his or her designee and the  
19 employee, the appearance shall be scheduled within six (6) working days after  
20 receipt of an employee's request to appear before the appointing authority or his or  
21 her designee, excluding the day his or her request is received.

22 (6) No later than five (5) working days after the employee appears before the  
23 appointing authority or his or her designee, excluding the day of the appearance, the  
24 cabinet head or agency or his or her designee shall:

25 (a) Determine whether to dismiss the employee or to modify or rescind the intent  
26 to dismiss; and

27 (b) Notify the employee in writing of the decision.

- 1 (7) If the appointing authority or his or her designee determines that the employee shall  
2 be dismissed, the employee shall be notified in writing of:
- 3 (a) The effective date of his or her dismissal;
  - 4 (b) The specific reason for the dismissal, including:
    - 5 1. The statutory, regulatory, or policy violation;
    - 6 2. The specific action or activity on which the dismissal is based;
    - 7 3. The date and place of the action or activity; and
    - 8 4. The names of the parties involved; and
  - 9 (c) That he or she may appeal the dismissal to the board within thirty (30)  
10 calendar days after receipt of this notification, excluding the day he or she  
11 receives notice.
- 12 (8) A classified employee with status who is demoted, suspended without pay, or  
13 involuntarily transferred shall be notified in writing of:
- 14 (a) The demotion, suspension, or involuntary transfer;
  - 15 (b) The effective date of the demotion, suspension, or involuntary transfer;
  - 16 (c) The specific reason for the demotion, suspension, or involuntary transfer,  
17 including:
    - 18 1. The statutory, regulatory, or policy violation;
    - 19 2. The specific action or activity on which the demotion, suspension, or  
20 involuntary transfer is based;
    - 21 3. The date and place of the action or activity; and
    - 22 4. The names of the parties involved; and
  - 23 (d) That he or she has the right to appeal to the board within thirty (30) calendar  
24 days, excluding the day that he or she received notification of the personnel  
25 action.
- 26 (9) Any unclassified employee who is dismissed, demoted, suspended without pay, or  
27 involuntarily transferred for cause may, within thirty (30) calendar days after the

1 dismissal, demotion, suspension, or involuntary transfer, appeal to the board for  
2 review thereof.

3 (10) (a) An employee whose position is reallocated or reclassified to a lower grade  
4 shall be notified in writing by the appointing authority of:

- 5 1. The reallocation or reclassification; and
- 6 2. ~~If the reallocation or reclassification is to a lower grade,~~ His or her  
7 right to request reconsideration by the secretary within ten (10) working  
8 days of receipt of the notice, excluding the day he or she receives  
9 notification.

10 (b) The employee shall file a written request for reconsideration of the  
11 reallocation or reclassification to a lower grade with the secretary in a manner  
12 and form prescribed by the secretary and shall be given a reasonable  
13 opportunity to be heard by the secretary. The secretary shall make a  
14 determination within sixty (60) calendar days after the request has been filed  
15 by an employee. The secretary's determination shall be final and shall not be  
16 appealable to the Personnel Board.

17 (11) (a) Any applicant, classified employee, or federally funded time-limited  
18 employee may appeal to the board an action alleged to be based on  
19 discrimination due to race, color, religion, national origin, sex, disability, age  
20 forty (40) and above, or any other category protected under state or federal  
21 civil rights laws. Nothing in this section shall be construed to preclude any  
22 applicant, classified employee, or unclassified employee from filing with the  
23 Kentucky Commission on Human Rights a complaint alleging discrimination  
24 on the basis of race, color, religion, national origin, sex, disability, or age in  
25 accordance with KRS Chapter 344.

26 (b) Appeals alleging discrimination shall be filed within thirty (30) calendar days  
27 after the alleged discriminatory action occurred.

- 1 (12) (a) Any applicant for classified employment under KRS Chapter 18A who has  
2 been notified by the Personnel Cabinet that he or she did not meet the  
3 minimum qualifications for a position may request reconsideration from the  
4 secretary not more than ten (10) calendar days after the notification was sent.  
5 The secretary's review and determination of the reconsideration shall be  
6 completed within ten (10) calendar days from the receipt of the request for  
7 reconsideration. The secretary's determination shall be final and shall not be  
8 appealable to the Personnel Board.
- 9 (b) Any applicant for employment in a classified position under KRS Chapter  
10 18A may appeal the hiring agency's nonselection based on an alleged  
11 violation of appointment and promotion provisions contained in this chapter  
12 or administrative regulations promulgated under this chapter to the board. The  
13 appeal shall be filed not later than thirty (30) calendar days after the notice of  
14 nonselection was mailed or sent electronically.
- 15 (13) When an employee who qualifies for a position has his or her name removed from  
16 the register, the employee may petition the secretary for the opportunity to be heard  
17 by the secretary or his or her designee. The petition shall be delivered to the  
18 secretary in writing or electronically no later than ten (10) calendar days after the  
19 removal notification has been sent. The secretary's decision shall be final and not  
20 appealable to the Personnel Board.
- 21 (14) (a) Appeals to the board shall be in writing on an appeal form prescribed by the  
22 board. The Personnel Board shall be responsible for the distribution of these  
23 forms.
- 24 (b) The appeal form shall be attached to any notice of dismissal, demotion,  
25 suspension, or involuntary transfer. The appeal form shall instruct the  
26 employee to state whether he or she is a classified or unclassified employee,  
27 his or her full name, his or her appointing authority, work station address and

1 telephone number, home address and personal telephone number, personal  
2 email address, and, if he or she has retained counsel at the time he or she files  
3 an appeal, the name, address, and telephone number of his or her attorney.

4 (c) The form shall also instruct a classified employee to state the action he or she  
5 is appealing in a short, plain, concise statement of the facts. The form shall  
6 instruct an unclassified employee to make a short, plain, concise statement of  
7 the reason for the appeal and the cause given for his or her dismissal,  
8 demotion, suspension, or involuntary transfer.

9 (d) The appellant ~~[Any appeal form filed by a classified or unclassified employee]~~  
10 shall identify the statute, administrative regulation, or policy that the  
11 agency ~~[was]~~ allegedly violated on the appeal form.

12 (e) Upon receipt of the appeal by the board, the appointing authority and the  
13 Personnel Cabinet shall be notified and the board shall schedule a hearing.

14 (15) All administrative hearings conducted by the board shall be conducted in  
15 accordance with KRS Chapter 13B.

16 (16) (a) The board shall deny a hearing to an employee who has failed to file an  
17 appeal within the time prescribed by this section; and to an unclassified  
18 employee who has failed to state the reasons for the appeal and the cause for  
19 which he or she has been dismissed, demoted, suspended without pay, or  
20 involuntarily transferred. The board shall deny any appeal after a preliminary  
21 hearing if it lacks jurisdiction to grant relief. The board shall notify the  
22 employee of its denial in writing and shall inform the employee of his or her  
23 right to appeal the denial under the provisions of KRS 18A.100.

24 (b) Any investigation by the board of any matter related to an appeal filed by an  
25 employee shall be conducted only upon notice to the employee, the  
26 employee's counsel, and the appointing authority. All parties to the appeal  
27 shall have access to information produced by the investigations and the



1 information shall be presented at the hearing.

2 (17) Each appeal shall be decided individually, unless otherwise agreed by the parties  
3 and the board. The board shall not:

4 (a) Employ class action procedures; or

5 (b) Conduct test representative cases.

6 (18) Board members shall abstain from public comment about a pending or impending  
7 proceeding before the board. This shall not prohibit board members from making  
8 public statements in the course of their official duties or from explaining for public  
9 information the procedures of the board.

10 (19) An appeal to the board may be heard by the full board or one (1) or more of the  
11 following: Its executive director, its general counsel, any nonelected member of the  
12 board, or any hearing officer secured by the board pursuant to KRS 13B.030.

13 (20) (a) If the board finds that the action complained of was taken by the appointing  
14 authority in violation of laws prohibiting favor for, or discrimination against,  
15 or bias with respect to, his or her political or religious opinions or affiliations  
16 or ethnic origin, or in violation of laws prohibiting discrimination because of  
17 such individual's sex or age or disability, the appointing authority shall  
18 immediately reinstate the employee to his or her former position or a position  
19 of like status and pay, without loss of pay for the period of time at issue, or  
20 otherwise make the employee whole unless the order is stayed by the board or  
21 the court on appeal.

22 (b) If the board finds that the action complained of was taken without just cause,  
23 the board shall order the immediate reinstatement of the employee to his or  
24 her former position or a position of like status and pay, without loss of pay for  
25 the period of time at issue, or otherwise make the employee whole unless the  
26 order is stayed by the board or the court on appeal.

27 (c) If the board finds that the action taken by the appointing authority was

1           excessive or erroneous in view of all the surrounding circumstances, the board  
2           shall direct the appointing authority to modify or rescind the action at issue.

3           (d) In all other cases, the board shall direct the appointing authority to rescind the  
4           action taken or otherwise grant specific relief or dismiss the appeal.

5           (21) If a final order of the board is appealed, a court may award reasonable attorney fees  
6           to an employee who prevails by a final adjudication on the merits as provided by  
7           KRS 453.260. This award shall not include attorney fees attributable to the hearing  
8           before the board.

9           (22) When any employee is dismissed and not ordered reinstated after the appeal, the  
10          board in its discretion may direct that his or her name be placed on an appropriate  
11          reemployment list for employment in any similar position other than the one from  
12          which he or she had been removed.

13          (23) After a final decision has been rendered by the board or court, an employee who  
14          prevails in his or her appeal may be credited with the amount of leave time used for  
15          time spent at his or her hearing before the board or court. Employees who had an  
16          insufficient amount of leave time shall be credited with leave time equal to the  
17          amount of time spent at their hearings before the board or court.

18          (24) If the appointing authority appeals the final order of the board, unless the board  
19          rules otherwise, the reinstated employee shall remain in his or her former position,  
20          or a position of like status or pay, until the conclusion of the appeals process, at  
21          which time the appointing authority shall take action in accordance with the court  
22          order.

23          (25) After a final decision in a contested case has been rendered by the last  
24          administrative or judicial body to which the case has been appealed, the board shall  
25          make the decision available to the public in electronic format on its website and  
26          shall organize the decisions according to the statutory basis for which the appeal  
27          was based.

1 (26) Appeals concerning dismissals of classified employees with status shall take  
2 precedence for hearings before the board over all other appeals.

3 (27) Any classified or unclassified employee as defined in KRS 18A.005 who is not  
4 restored to a position pursuant to KRS 61.371 to 61.377, or who is dismissed  
5 without cause within one (1) year after reinstatement, may appeal to the Personnel  
6 Board. The appeal shall be filed in writing with the executive director of the board  
7 not later than thirty (30) days after the notification of the action in question has  
8 been mailed or sent electronically.

9 (28) If an individual received a notice that does not comply with subsection (7)(c),  
10 (8)(d), or (14)(b) of this section, or received no written or electronic notification of  
11 his or her dismissal, demotion, suspension, or involuntary transfer pursuant to  
12 subsection (7) or (8) of this section, he or she shall file his or her appeal to the  
13 board within one hundred eighty (180) days of:

14 (a) Receipt of the written notice, if he or she received a written notice that does  
15 not comply with subsection (7)(c), (8)(d), or (14)(b) of this section; or

16 (b) The alleged act, if he or she did not receive written or electronic notification  
17 of the alleged act in question.

18 (29) If a classified or unclassified employee refuses or fails to cooperate as a witness in  
19 an agency, Personnel Cabinet, or board investigation, hearing, proceeding, or  
20 inquiry, the employee may be subject to disciplinary action.

21 (30) Unless otherwise provided by this chapter, the board shall not have jurisdiction over  
22 any appeal except as authorized by this section.

23 ➔Section 6. KRS 18A.100 is amended to read as follows:

24 **Any party aggrieved by a final order of the board may appeal by filing a petition with**  
25 **the clerk of the Franklin Circuit Court in accordance with KRS Chapter 13B.** ~~(1) Any~~  
26 ~~final order of the board either upholding or invalidating the dismissal, demotion, or~~  
27 ~~suspension of a classified or an unclassified employee may be appealed either by the~~

1 ~~employee or by the appointing authority.~~

2 ~~(2) The party aggrieved may appeal a final order by filing a petition with the clerk of~~  
 3 ~~the Franklin Circuit Court in accordance with KRS Chapter 13B.]~~

4 ➔Section 7. KRS 18A.110 is amended to read as follows:

5 (1) The secretary shall promulgate comprehensive administrative regulations for the  
 6 classified service governing:

7 (a) Applications and examinations;

8 (b) Certification and selection of eligibles;

9 (c) Classification and compensation plans;

10 (d) Incentive programs;

11 (e) ~~Layoffs;~~

12 ~~(f) Registers;~~

13 ~~(f)(g)~~ Types of appointments;

14 ~~(g)(h)~~ Attendance; hours of work; compensatory time; annual, court, military,  
 15 sick, voting, living organ donor, and special leaves of absence, provided that  
 16 the secretary shall not promulgate administrative regulations that would  
 17 reduce the rate at which employees may accumulate leave time below the rate  
 18 effective on December 10, 1985; and

19 ~~(h)(i)~~ Employee evaluations.

20 (2) The secretary shall promulgate comprehensive administrative regulations for the  
 21 unclassified service.

22 (3) (a) Except as provided by KRS 18A.355, the secretary shall not promulgate  
 23 administrative regulations that would reduce an employee's salary; and

24 (b) As provided by KRS 18A.0751(4)~~(d)(e)~~, the secretary may submit a  
 25 proposed administrative regulation providing for an initial probationary period  
 26 in excess of six (6) months to the board for its approval.

27 (4) The secretary may promulgate administrative regulations to implement state

1 government's affirmative action plan under KRS 18A.138.

2 **(5) The secretary may promulgate administrative regulations to:**

3 **(a) Implement scholarship programs, internship programs, education**  
4 **programs, and educational assistance programs; and**

5 **(b) Provide interview preference for job applicants who complete an executive**  
6 **branch internship program.**

7 **(6) The secretary may promulgate administrative regulations for the classified**  
8 **service governing layoffs, furloughs, and reduction of hours, including but not**  
9 **limited to reemployment of laid-off employees.**

10 ~~(7)(5)~~ (a) The administrative regulations shall comply with the provisions of this  
11 chapter and KRS Chapter 13A, and shall have the force and effect of law after  
12 compliance with the provisions of KRS Chapters 13A and 18A and the  
13 procedures adopted thereunder;

14 (b) Administrative regulations promulgated by the secretary shall not expand or  
15 restrict rights granted to, or duties imposed upon, employees and  
16 administrative bodies by the provisions of this chapter; and

17 (c) No administrative body other than the Personnel Cabinet shall promulgate  
18 administrative regulations governing the subject matters specified in this  
19 section.

20 ~~(8)(6)~~ Prior to filing an administrative regulation with the Legislative Research  
21 Commission, the secretary shall submit the administrative regulation to the board  
22 for review.

23 (a) The board shall review the administrative regulation proposed by the secretary  
24 not less than twenty (20) days after its submission to it;

25 (b) Not less than five (5) days after its review, the board shall submit its  
26 recommendations in writing to the secretary;

27 (c) The secretary shall review the recommendations of the board and may revise

1 the proposed administrative regulation if he or she deems it necessary; and

2 (d) After the secretary has completed the review provided for in this section, he or  
3 she may file the proposed administrative regulation with the Legislative  
4 Research Commission pursuant to the provisions of KRS Chapter 13A.

5 ~~(9)~~(7) The administrative regulations shall provide:

6 (a) For the preparation, maintenance, and revision of a position classification plan  
7 for all positions in the classified service, based upon similarity of duties  
8 performed and responsibilities assumed, so that the same qualifications may  
9 reasonably be required for, and the same schedule of pay may be equitably  
10 applied to, all positions in the same class. The secretary shall allocate the  
11 position of every employee in the classified service to one (1) of the classes in  
12 the plan. The secretary shall reallocate existing positions, after consultation  
13 with appointing authorities, when it is determined that they are incorrectly  
14 allocated, and there has been no substantial change in duties from those in  
15 effect when such positions were last classified. The occupant of a position  
16 being reallocated shall continue to serve in the reallocated position with no  
17 reduction in salary;

18 (b) For a pay plan for all employees in the classified service, after consultation  
19 with appointing authorities and the state budget director. The plan shall take  
20 into account such factors as:

- 21 1. The relative levels of duties and responsibilities of various classes of  
22 positions;
- 23 2. Rates paid for comparable positions elsewhere taking into consideration  
24 the effect of seniority on such rates; and
- 25 3. The state's financial resources.

26 Amendments to the pay plan shall be made in the same manner. Each  
27 employee shall be paid at one (1) of the rates set forth in the pay plan for the

1 class of position in which he or she is employed, provided that the full amount  
2 of the annual increment provided for by the provisions of KRS 18A.355, and  
3 the full amount of an increment due to a promotion, salary adjustment,  
4 reclassification, or reallocation, shall be added to an employee's base salary or  
5 wages;

6 (c) For the advertisement and acceptance of applications for at least five (5) days  
7 for those positions to be filled by classified appointment or promotion. The  
8 secretary may continue to receive applications and review applicants on a  
9 continuous basis long enough to ensure a sufficient number of applicants;

10 (d) For the rejection of candidates or eligibles who fail to comply with reasonable  
11 requirements of the secretary in regard to such factors as age, physical  
12 condition, training, and experience, or who have attempted any deception or  
13 fraud in connection with an examination;

14 (e) Except as provided by this chapter, for the appointment of a person whose  
15 score is included in the five (5) highest scores earned on the examination;

16 (f) For annual, sick, and special leaves of absence, with or without pay, or  
17 reduced pay, after approval by the Governor as provided by KRS  
18 18A.155(1)(d);

19 (g) ~~For layoffs, in accordance with the provisions of KRS 18A.113, by reasons~~  
20 ~~of lack of work, abolishment of a position, a material change in duties or~~  
21 ~~organization, or a lack of funds;~~

22 ~~(h)~~ For the development and operation of programs to improve the work  
23 effectiveness of employees in the state service, including training, whether in-  
24 service or compensated educational leave, safety, health, welfare, counseling,  
25 recreation, employee relations, and employee mobility without written  
26 examination;

27 ~~(h)~~~~(i)~~ For a uniform system of annual employee evaluation for classified

1 employees, with status, that shall be considered in determining eligibility for  
2 discretionary salary advancements, promotions, and disciplinary actions. The  
3 administrative regulations shall:

- 4 1. Require the secretary to determine the appropriate number of job  
5 categories to be evaluated and a method for rating each category;
- 6 2. Provide for periodic informal reviews during the evaluation period  
7 which shall be documented on the evaluation form and pertinent  
8 comments by either the employee or supervisor may be included;
- 9 3. Establish a procedure for internal dispute resolution with respect to the  
10 final evaluation rating;
- 11 4. ~~Permit a classified employee, with status, who receives either of the~~  
12 ~~two (2) lowest possible evaluation ratings to appeal to the Personnel~~  
13 ~~Board for review after exhausting the internal dispute resolution~~  
14 ~~procedure. The final evaluation shall not include supervisor comments~~  
15 ~~on ratings other than the lowest two (2) ratings;~~
- 16 5. ~~Require that an employee who receives the highest possible rating shall~~  
17 ~~receive the equivalent of two (2) workdays, not to exceed sixteen (16)~~  
18 ~~hours, credited to his or her annual leave balance. An employee who~~  
19 ~~receives the second highest possible rating shall receive the equivalent~~  
20 ~~of one (1) workday, not to exceed eight (8) hours, credited to his or her~~  
21 ~~annual leave balance; and~~

22 ~~5.16.]~~ Require that an employee who receives the lowest possible evaluation  
23 rating shall either be demoted to a position commensurate with the  
24 employee's skills and abilities or be terminated; and

25 ~~(i)(j)]~~ For other administrative regulations not inconsistent with this chapter  
26 and KRS Chapter 13A, as may be proper and necessary for its enforcement.

27 ~~(10)(8)]~~ For any individual hired or elected to office before January 1, 2015, and paid



1 through the Kentucky Human Resources Information System, the Personnel  
2 Cabinet shall not require payroll payments to be made by direct deposit or require  
3 the individual to use a web-based program to access his or her salary statement.

4 ~~(11)~~<sup>(9)</sup> To the extent that KRS 16.010 to 16.199, 16.080, and 16.584 and  
5 administrative regulations promulgated by the commissioner of the Department of  
6 Kentucky State Police under authority granted in KRS Chapter 16 conflict with this  
7 section or any administrative regulation promulgated by the secretary pursuant to  
8 authority granted in this section, the provisions of KRS Chapter 16 shall prevail.

9 ➔Section 8. KRS 18A.113 is amended to read as follows:

10 (1) As used in this section:

11 (a) "Furlough" or "reduction in hours" means the temporary reduction of hours an  
12 employee is scheduled to work by the appointing authority within a pay  
13 period; and

14 (b) "Layoff" means discharge of employment subject to the rights contained in  
15 this section.

16 (2) An appointing authority shall have the authority to layoff or furlough employees or  
17 reduce hours of employment for any of the following reasons:

18 (a) Lack of funds or budgetary constraints;

19 (b) A reduction in spending authorization;

20 (c) Lack of work;

21 (d) Abolishment of a position;

22 (e) Efficiency; or

23 (f) Other material change in duties or organization.

24 (3) The appointing authority shall determine the classifications affected, the number of  
25 employees laid off in each classification, and each county to which a layoff applies.

26 In the same department or office, county, and job classification, interim and  
27 probationary employees shall be laid off before full-time or part-time employees

1 with status. For purposes of layoff, "probationary employee" shall not include an  
2 employee with status serving a promotional probation.

3 (4) The provisions of this section shall not apply to federally funded time-limited  
4 employees.

5 (5) The secretary of the Personnel Cabinet shall approve all actions taken under  
6 subsection (2) of this section and no such layoff, furlough, or reduction of hours  
7 may begin until the approval has been granted. The appointing authority, with the  
8 approval of the secretary, shall have the authority to determine the extent, effective  
9 dates, and length of any action taken under subsection (2) of this section.

10 (6) In determining a layoff, the appointing authority shall consider all employees under  
11 the same appointing authority, within the classification affected, and within the  
12 county affected. Consideration shall be given to the following relevant factors and  
13 in this order:

- 14 (a) Job performance evaluations;
- 15 (b) Education, training, and experience;
- 16 (c) Disciplinary record; and
- 17 (d) Seniority.

18 (7) Any classified employee with status whose position is subject to layoff, furlough, or  
19 reduction of hours shall be provided written notice containing the reason for the  
20 action at least thirty (30) days in advance of the effective date of the action.

21 (8) (a) Any classified employee with status who is laid off shall be eligible to apply  
22 as a reemployment applicant for the job classification from which he or she  
23 was laid off, in the cabinet from which he or she was laid off for a period of  
24 two (2) years. A reemployment applicant shall be hired before any applicant  
25 except another reemployment applicant with greater seniority who is on the  
26 same register.

27 (b) A reemployment applicant shall not be removed from any register except as

1 provided in KRS 18A.032.

2 (c) When a reemployment applicant is removed from a register, he or she shall be  
3 notified in writing or electronically and shall have the right to appeal to the  
4 board within thirty (30) calendar days after receipt of the notification,  
5 excluding the day he or she receives notice.

6 (d) A reemployment applicant who accepts any classified position, or who retires  
7 through the Kentucky Employees Retirement System or Kentucky Teachers'  
8 Retirement System, shall cease to have eligibility rights as a reemployment  
9 applicant.

10 (9) With the approval of the secretary, the Personnel Cabinet may place employees  
11 subject to a reduction in workforce in a different position.

12 (10) ~~The secretary shall promulgate administrative regulations pursuant to KRS Chapter~~  
13 ~~13A to fully implement the provisions of this section.~~

14 ~~(11) A layoff, furlough, or reduction of hours implemented in accordance with this~~  
15 ~~section shall not be appealable to the Personnel Board.~~

16 ➔Section 9. KRS 18A.115 is amended to read as follows:

17 (1) The classified service to which KRS 18A.005 to 18A.200 shall **18A.202, and**  
18 **18A.203** apply shall **consist of**~~comprise~~ all positions in the state service now  
19 existing or hereafter established, except the following:

20 (a) The General Assembly and employees of the General Assembly, including the  
21 employees of the Legislative Research Commission;

22 (b) Officers elected by popular vote and persons appointed to fill vacancies in  
23 elective offices;

24 (c) Members **and employees** of boards and commissions, **except that the board**  
25 **and commission members may elect to employ staff subject to KRS 18A.005**  
26 **to 18A.200, 18A.202, and 18A.203;**

27 (d) Officers and employees on the staff of the Governor, the Lieutenant

- 1 Governor, the Office of the Secretary of the Governor's Cabinet, and the  
2 Office of Program Administration;
- 3 (e) Cabinet secretaries, commissioners, office heads, and the administrative heads  
4 of all boards and commissions, including the executive director of Kentucky  
5 Educational Television;
- 6 (f) Employees of Kentucky Educational Television who have been determined to  
7 be exempt from classified service by the Kentucky Authority for Educational  
8 Television, which shall have sole authority over such exempt employees for  
9 employment, dismissal, and setting of compensation, up to the maximum  
10 established for the executive director and his principal assistants;
- 11 (g) One (1) principal assistant or deputy for each person exempted under  
12 subsection (1)(e) of this section;
- 13 (h) 1. One (1) additional principal assistant or deputy as may be necessary for  
14 making and carrying out policy for each person exempted under  
15 subsection (1)(e) of this section in those instances in which the nature of  
16 the functions, size, or complexity of the unit involved are such that the  
17 secretary approves such an addition on petition of the relevant cabinet  
18 secretary or department head and such other principal assistants,  
19 deputies, or other major assistants as may be necessary for making and  
20 carrying out policy for each person exempted under subsection (1)(e) of  
21 this section in those instances in which the nature of the functions, size,  
22 or complexity of the unit involved are such that the board may approve  
23 such an addition or additions on petition of the department head  
24 approved by the secretary. [~~Effective August 1, 2010:~~
- 25 ~~1. All positions approved under this paragraph prior to August 1, 2010,~~  
26 ~~shall be abolished effective December 31, 2010, unless reapproved~~  
27 ~~under subparagraph 2. of this paragraph; and]~~

- 1           2.    A position approved under this ~~paragraph on or after August 1, 2010,~~  
2                   shall be approved for a period of five (5) years, after which time the  
3                   position shall be abolished unless reapproved under this subparagraph  
4                   for an additional five (5) year period;
- 5           (i)   Division directors subject to the provisions of KRS 18A.170. Division  
6                   directors in the classified service as of January 1, 1980, shall remain in the  
7                   classified service;
- 8           (j)   Physicians employed as such;
- 9           (k)   One (1) private secretary for each person exempted under subsection (1)(e),  
10                   (g), and (h) of this section;
- 11          (l)   The judicial department, referees, receivers, jurors, and notaries public;
- 12          (m)   Officers and members of the staffs of state universities and colleges and  
13                   student employees of such institutions; officers and employees of the  
14                   Teachers' Retirement System; and officers, teachers, and employees of local  
15                   boards of education;
- 16          (n)   Patients or inmates employed in state institutions;
- 17          (o)   Persons employed in a professional or scientific capacity to make or conduct a  
18                   temporary or special inquiry, investigation, or examination on behalf of the  
19                   General Assembly, or a committee thereof, or by authority of the Governor,  
20                   and persons employed by state agencies for a specified, limited period to  
21                   provide professional, technical, scientific, or artistic services under the  
22                   provisions of KRS 45A.690 to 45A.725;
- 23          (p)   Interim employees;
- 24          (q)   Officers and members of the state militia;
- 25          (r)   Department of Kentucky State Police troopers;
- 26          (s)   University or college engineering students or other students employed part-  
27                   time or part-year by the state through special personnel recruitment programs;

- 1 provided that while so employed such aides shall be under contract to work  
2 full-time for the state after graduation for a period of time approved by the  
3 commissioner or shall be participants in a cooperative education program  
4 approved by the commissioner;
- 5 (t) Superintendents of state mental institutions, including heads of centers for  
6 individuals with an intellectual disability, and penal and correctional  
7 institutions as referred to in KRS 196.180(2), and including all juvenile  
8 facility managers;
- 9 (u) Staff members of the Kentucky Historical Society, if they are hired in  
10 accordance with KRS 171.311;
- 11 (v) County and Commonwealth's attorneys and their respective appointees;
- 12 (w) Chief district engineers and the state highway engineer;
- 13 (x) Veterinarians employed as such by the Kentucky Horse Racing Commission;
- 14 (y) Employees of the Kentucky Peace Corps;
- 15 (z) Employees of the Council on Postsecondary Education;
- 16 (aa) Executive director of the Commonwealth Office of Technology;
- 17 (ab) Employees of Serve Kentucky;
- 18 (ac) Persons employed in certified teaching positions at the Kentucky School for  
19 the Blind and the Kentucky School for the Deaf;
- 20 (ad) Federally funded time-limited employees as defined in KRS 18A.005; and
- 21 (ae) Employees of the Department of Agriculture who are employed to support the  
22 Agricultural Development Board and the Kentucky Agricultural Finance  
23 Corporation.
- 24 (2) Nothing in KRS 18A.005 to 18A.200 is intended, or shall be construed, to alter or  
25 amend the provisions of KRS 150.022 and 150.061.
- 26 (3) Nothing in KRS 18A.005 to 18A.200 is intended or shall be construed to affect any  
27 nonmanagement, nonpolicy-making position which must be included in the

- 1 classified service as a prerequisite to the grant of federal funds to a state agency.
- 2 (4) Career employees within the classified service promoted to positions exempted  
3 from classified service shall, upon termination of their employment in the exempted  
4 service, revert to a position in that class in the agency from which they were  
5 terminated if a vacancy in that class exists. If no such vacancy exists, they shall be  
6 considered for employment in any vacant position for which they were qualified  
7 pursuant to KRS 18A.130 and 18A.135.
- 8 (5) Nothing in KRS 18A.005 to 18A.200 shall be construed as precluding appointing  
9 officers from filling unclassified positions in the manner in which positions in the  
10 classified service are filled except as otherwise provided in KRS 18A.005 to  
11 18A.200.
- 12 (6) The positions of employees who are transferred, effective July 1, 1998, from the  
13 Cabinet for Workforce Development to the Kentucky Community and Technical  
14 College System shall be abolished and the employees' names removed from the  
15 roster of state employees. Employees that are transferred, effective July 1, 1998, to  
16 the Kentucky Community and Technical College System under KRS Chapter 164  
17 shall have the same benefits and rights as they had under KRS Chapter 18A and  
18 have under KRS 164.5805; however, they shall have no guaranteed reemployment  
19 rights in the KRS Chapter 151B or KRS Chapter 18A personnel systems. An  
20 employee who seeks reemployment in a state position under KRS Chapter 151B or  
21 KRS Chapter 18A shall have years of service in the Kentucky Community and  
22 Technical College System counted towards years of experience for calculating  
23 benefits and compensation.
- 24 (7) On August 15, 2000, all certified and equivalent personnel, all unclassified  
25 personnel, and all certified and equivalent and unclassified vacant positions in the  
26 Department for Adult Education and Literacy shall be transferred from the  
27 personnel system under KRS Chapter 151B to the personnel system under KRS

1 Chapter 18A. The positions shall be deleted from the KRS Chapter 151B personnel  
2 system. All records shall be transferred including accumulated annual leave, sick  
3 leave, compensatory time, and service credit for each affected employee. The  
4 personnel officers who administer the personnel systems under KRS Chapter 151B  
5 and KRS Chapter 18A shall exercise the necessary administrative procedures to  
6 effect the change in personnel authority. No certified or equivalent employee in the  
7 Department for Adult Education and Literacy shall suffer any penalty in the  
8 transfer.

9 (8) On August 15, 2000, secretaries and assistants attached to policymaking positions  
10 in the Department for Technical Education and the Department for Adult Education  
11 and Literacy shall be transferred from the personnel system under KRS Chapter  
12 151B to the personnel system under KRS Chapter 18A. The positions shall be  
13 deleted from the KRS Chapter 151B system. All records shall be transferred  
14 including accumulated annual leave, sick leave, compensatory time, and service  
15 credit for each affected employee. No employee shall suffer any penalty in the  
16 transfer.

17 (9) On May 1, 2017, all contract employees of Eastern Kentucky University who are  
18 engaged in providing instructional and support services to the Department of  
19 Criminal Justice Training shall be transferred to the personnel system under KRS  
20 Chapter 18A. All records shall be transferred, including accumulated annual leave,  
21 sick leave, compensatory time, and service credit for each affected employee. The  
22 personnel officers who administer the personnel systems for Eastern Kentucky  
23 University and under KRS Chapter 18A shall exercise the necessary administrative  
24 procedures to effect the change in personnel authority. No employee shall suffer  
25 any penalty in the transfer.

26 ➔Section 10. KRS 18A.125 is amended to read as follows:

27 (1) No disbursing or auditing officer of the Commonwealth shall make or approve or



1 take any part in making or approving any payment for personal service to any  
2 person holding a position in the classified or unclassified service unless the payroll  
3 voucher or account of such pay bears the certification of the secretary, or of his  
4 authorized agent, that the persons named therein have been appointed and employed  
5 in accordance with the provisions of KRS 18A.005 to 18A.200 and the rules,  
6 regulations, and orders thereunder. The secretary may for proper cause or upon  
7 order of the board withhold certification from an entire payroll or from any specific  
8 item or items thereon. The secretary may, however, provide that certification of  
9 payrolls may be made once every six (6) months, and such certification shall remain  
10 in effect except in the case of any officer or employee whose status has changed  
11 after the last certification of his payroll. In the latter case no voucher for payment of  
12 salary to such employee shall be issued or payment of salary made without the  
13 further certification of the secretary.

14 (2) *All agencies and employees for which the cabinet administers payroll shall*  
15 *comply with the secretary's payroll administration policies, procedures, and*  
16 *requirements.*

17 (3) Any citizen, including public officers, may maintain a suit to restrain a disbursing  
18 officer from making any payment in contravention of any provision of KRS  
19 18A.005 to 18A.200, or of any rule, regulation or order thereunder. Any sum paid  
20 contrary to any provision of KRS 18A.005 to 18A.200 or of any rule, regulation, or  
21 order thereunder may be recovered in an action maintained by any citizen, from any  
22 officer who made, approved, or authorized such payment or who signed or  
23 countersigned a voucher, payroll check or warrant for such payment, or from the  
24 sureties on the official bond of any such officer. All moneys recovered in any such  
25 action shall be paid into the Treasury.

26 ~~(4)~~(3) Any person appointed or employed in contravention of any provision of KRS  
27 18A.005 to 18A.200 or of any rule, regulation, or order thereunder, who performs

1 service for which he is not paid, may maintain an action against the officer or  
2 officers, employee or employees, who purported so to appoint or employ him, to  
3 recover the agreed pay for such services, or the reasonable value thereof if no pay  
4 was agreed upon. No such officer or employee shall be reimbursed by the  
5 Commonwealth at any time for any sum paid to such person on account of such  
6 services.

7 ~~(5)~~~~(4)~~ If the secretary wrongfully withholds certification of the payroll voucher or  
8 account of any employee, such employee may maintain a proceeding in the Circuit  
9 Court in the county in which he resides to compel the secretary to certify such  
10 payroll voucher or account.

11 **(6) An executive branch agency for which the cabinet administers payroll shall not**  
12 **authorize performance of duties or provision of services from a work station or**  
13 **alternate work station outside the Commonwealth of Kentucky without approval**  
14 **from the secretary.**

15 **(7) Notwithstanding any other provision of law to the contrary, an agency may**  
16 **request that the secretary deduct the value of the following items from an**  
17 **employee's final paycheck, if the deduction is expressly authorized in writing by**  
18 **the employee, and the deduction does not reduce the employee's pay below the**  
19 **federal minimum wage:**

20 **(a) Unreturned equipment, tools, phones, laptops, or uniforms; or**

21 **(b) Training attendance and travel costs, if the employee terminates the**  
22 **employment relationship with the agency within two (2) years of the**  
23 **completion of the training.**

24 ➔Section 11. KRS 18A.355 is amended to read as follows:

25 (1) An annual increment of not less than five percent (5%) of the base salary or wages  
26 of each state employee shall be granted to each employee on his or her anniversary  
27 date. The employee's base salary or wages shall be increased by the amount of the

1 annual increment. When any increment due to a promotion, reallocation,  
2 reclassification or salary adjustment is granted an employee, the employee's base  
3 salary or wages shall be increased by the amount of such increment. An employee's  
4 base salary or wages shall not be increased by the amount of lump-sum payment  
5 awarded under KRS 18A.110(9)(h)~~[(7)(i)]~~.

6 (2) The branch budget recommendation submitted to the General Assembly under KRS  
7 Chapter 48 shall include a request for the amount of the annual increment expressed  
8 as a percentage of each employee's base salary or wages and a request for the total  
9 appropriation needed to fund the annual increment. The annual increment shall be  
10 uniform for all employees. The financial plan enacted under the provisions of KRS  
11 48.300 shall contain the annual increment expressed as a percentage of each  
12 employee's base salary or wages, and the total appropriation needed to fund the  
13 annual increment.

14 (3) The budget reduction plan submitted and enacted under the provisions of KRS  
15 Chapter 48 shall provide that a reduction of the annual increment granted under this  
16 section shall be made only after other cost savings measures, as provided by KRS  
17 18A.113 are taken. Any such reduction shall be uniform for all state employees and  
18 shall comply with the provisions of this chapter and KRS Chapter 48.

19 ➔Section 12. KRS 132.370 is amended to read as follows:

20 (1) There shall be a property valuation administrator in each county in lieu of a county  
21 assessor. Property valuation administrators shall be state officials and all deputies  
22 and assistants of their offices shall be unclassified state employees.

23 (2) Property valuation administrators shall be elected in the year in which county  
24 elections are held and shall enter upon the discharge of the duties of their office on  
25 the first Monday in December after their election and continue in office for a period  
26 of four (4) years, and until the election and qualification of their successors.  
27 Property valuation administrators shall possess the qualifications required by

1 Section 100 of the Constitution and by KRS 132.380 and shall be eligible for  
2 reelection.

3 (3) The property valuation administrators and all deputies and assistants of their offices  
4 who qualify as full-time employees shall be eligible for participation in the  
5 provisions of KRS 18A.205, 18A.230 to 18A.355, and 61.510 to 61.705.

6 (4) A property valuation administrator may be removed from office by the Circuit  
7 Court of his or her county, upon petition of any taxpayer, or by the commissioner of  
8 revenue for willful disobedience of any just or legal order of the department, or for  
9 misfeasance or malfeasance in office or willful neglect in the discharge of his or her  
10 official duties, including but not limited to intentional underassessment or  
11 overassessment of properties and chronic underassessment of properties. For  
12 purposes of this section and KRS 133.250, "chronic underassessment" means a  
13 widespread pattern and practice of assessing properties at levels substantially below  
14 fair market value which persists for a period of two (2) or more years as disclosed  
15 by randomly selected sample appraisals conducted under the provisions of KRS  
16 133.250, special audits conducted pursuant to KRS 133.250, or other means.

17 (5) If the commissioner determines that a property valuation administrator should be  
18 removed from office, the property valuation administrator shall be notified in  
19 writing, and the notice of intent to remove shall state the specific reasons for  
20 removal. The notice shall also advise the property valuation administrator of his or  
21 her right to a preremoval conference and an administrative hearing.

22 (6) A property valuation administrator may request a preremoval conference to appear  
23 with or without counsel before the commissioner or his or her designee to answer  
24 the charges against him or her. The preremoval conference shall be requested in  
25 writing within six (6) working days of the date on which the notice of intent to  
26 remove is received, and a preremoval conference shall be scheduled within seven  
27 (7) working days of the date on which the request is received. The commissioner or

1 his or her designee shall render a decision within five (5) working days of the  
2 conclusion of the preremoval conference. Failure of a property valuation  
3 administrator to request a preremoval hearing shall not waive his or her right to  
4 contest his or her removal through an administrative hearing.

5 (7) If an action to remove a property valuation administrator is initiated by the  
6 commissioner of revenue, the property valuation administrator shall have the right  
7 to appeal and upon appeal an administrative hearing shall be conducted in  
8 accordance with KRS Chapter 13B. Appeal of the final order of the commissioner  
9 of revenue may be filed in a Circuit Court of an adjacent judicial circuit in  
10 accordance with KRS Chapter 13B, notwithstanding the provisions of KRS Chapter  
11 18A.

12 (8) If a property valuation administrator is removed from office as provided in  
13 subsections (4) to (7) of this section, he or she shall be ineligible to serve in the  
14 office at any future date and shall forfeit any and all certification from the  
15 Department of Revenue pertaining to the office.

16 (9) Notwithstanding the provisions of KRS 18A.110~~(Z)~~~~(5)~~(c), the department shall  
17 promulgate administrative regulations allowing property valuation administrators  
18 and their deputies to receive lump-sum payments for accrued annual leave and  
19 compensatory time when separated from employment because of termination by the  
20 employer, resignation, retirement, or death.

21 ➔Section 13. KRS 163.032 is amended to read as follows:

22 (1) The Kentucky Department of Education, with assistance from the Kentucky  
23 Personnel Cabinet, shall adopt a salary schedule for teachers in the Kentucky  
24 School for the Deaf and the Kentucky School for the Blind. The salary schedule  
25 shall be the same as salary schedules in effect in local school districts in counties  
26 containing a city of the first class and shall conform to the requirements for a single  
27 salary schedule as defined in KRS 157.320, except the salary schedule shall not

- 1           limit the number of years of experience for a certified employee who transfers to  
2           the school.
- 3       (2)   (a)   Certified teachers in the Kentucky School for the Deaf and the Kentucky  
4           School for the Blind shall have the same statutory employment status and  
5           benefits as certified teachers in the public schools.
- 6           (b)   If a teacher qualifies for and requests a tribunal under KRS 161.790, the  
7           Attorney General shall appoint the members.
- 8       (3)   Once a teacher has been selected for hiring at the Kentucky School for the Blind or  
9           the Kentucky School for the Deaf, the Department of Education and the Personnel  
10          Cabinet shall complete the hiring process within two (2) weeks.
- 11       (4)   A certified teacher employed at one (1) of the schools on July 12, 2006, whose job  
12          description does not include outreach responsibilities shall not be involuntarily  
13          assigned to work on a permanent basis outside the county in which the employing  
14          school is located.
- 15       (5)   Nothing in KRS 18A.115 or 163.032 shall result in a loss of any leave accrued by a  
16          certified teacher employed prior to July 12, 2006, by one (1) of the schools.  
17          Accrued leave may be taken in accordance with the policy of the school.
- 18       (6)   The Kentucky Department of Education, with assistance from the Kentucky  
19          Personnel Cabinet, shall adopt a salary schedule for administrators for the Kentucky  
20          School for the Deaf and the Kentucky School for the Blind. In considering the rate  
21          of pay and the requirements of KRS 18A.110~~(9)~~~~(7)~~(b), the department and the  
22          cabinet shall consider rates that are based upon the duties and responsibilities of the  
23          positions and that are competitive with rates for similar or comparable services in  
24          Kentucky school districts. The salary schedule, which shall be computed prior to  
25          September 1 of each year, shall be based on two hundred sixty (260) days per year.