Pursuant to 101 KAR 2:034, Section 9, an appointing authority may request the Secretary of the Personnel Cabinet to authorize the payment of a locality premium for an employee who is regularly, temporarily or intermittently assigned to work in a job classification, work county, and organizational unit where the agency can demonstrate sustained recruitment and retention issues impacting the mission of the agency. The secretary may rescind authorization to pay a locality premium for a job classification at any time.

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| **--- TO BE COMPLETED BY THE REQUESTING AGENCY ---** | **Part 1: The following section should be completed by the agency’s HR office.** |
| Cabinet Name: |       | Cab/Dept #: |       |
| Department Name: |       | Org #: |       |
| Division Name: |       | Org #: |       |
| Office Name: |       | Org #: |       |
| Branch Name: |       | Org #: |       |
| Section Name: |       | Org #: |       |
| Unit Name: |       | Org #: |       |
| Job Classification (only one per request): |        |
| Job #: |       | Work County: |       |
|  |  |
| Count of employees within this org and job classification at time of request. |       |
| Effective Date of Revocation: |       |
| Request Prepared By: |       | Date: |       |
| Contact #: |       |
| **Part 2: The following section should be completed by the agency’s appointing authority.** |
|       |  |  |  |  |
| Printed Name of Appointing Authority or Designee |  | Signature of Appointing Authority or Designee |  | Date Approved |
| **Completed requests should be submitted via Business Request, selecting category: Request Locality Premium (revoke)** |
| **NEXT STEPS: Approval/Denial will be communicated via Business Request.**  |
| **If approved, REQUESTING AGENCY must complete the following:*** Instructions for Processing an Approved Locality Premium Revoke, available on the HR website under [Resources/Class & Comp-Premiums](https://hr.personnel.ky.gov/Pages/CC.aspx).
* Proper notice shall be provided to impacted employees informing them of the effective date of the change. It should further remind them that a locality premium is not a part of base pay or wages.
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