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State Personnel Department of Alabama

2008 Annual Report



State of Alabama



STATE OF ALABAMA

PERSONNEL DEPARTMENT

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Jackie Graham
State Personnel Director
Paul D. Thomas
Deputy Director

State Personnel Board
Joe Dickson
James Anderson
John McMillan
Ellen G. McNair
Joyce P. O'Neal

LETTER OF TRANSMITTAL

Honorable Bob Riley, Governor of Alabama

State Personnel Board
Mr. Joe N. Dickson, Chairman
Mr. James H. Anderson
Mr. John M. McMillan
Ms. Ellen G. McNair
Ms. Joyce P. O'Neal

I am pleased to report to you on the activities of the State Personnel Department for the Fiscal Year October 1, 2007 through September 30, 2008.

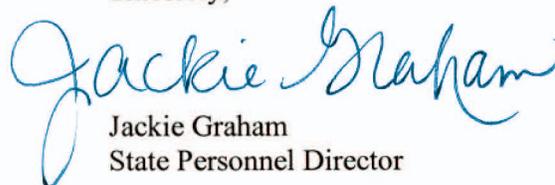
The State workforce grew slightly in size from last fiscal year to 35,534 employees, a 1.9% increase. Also, during this year, we received 108,673 applications for State employment. This is the largest number of applications ever received in the history of the Merit System.

In order to establish conditions in the State service to encourage employee longevity and attract quality applicants, the Department contracted with WeSave to provide a discount program for State employees. WeSave is a national discount program operating in many other state and local governments. This discount program was launched at the First Annual Employee Recognition Day on May 7, 2008. Over 2,000 State employees gathered at the Gordon Persons Building for food, music, prizes, and fun.

Commute with Company, another new program, encourages State employees to carpool to and from work, thus saving them money while decreasing traffic on the roads. This program has been of great interest to State employees. Over 600 accounts have already been created in the online commuter database.

Your support during this year is sincerely appreciated. On behalf of the employees of State Personnel, we hope that you will find this report a basis for satisfaction and pride in the operation of Alabama's Merit System.

Sincerely,


Jackie Graham
State Personnel Director

State Personnel Board



Front row from Left: Joyce O'Neal, Jackie Graham, Ellen McNair
Back row from Left: John McMillian, Joe Dickson (Chairman), James Anderson

The State Personnel Board consists of five members who serve six-year staggered terms. Two members are appointed by the Governor, one by the Lieutenant Governor, one by the Speaker of the House of Representatives, and one is a classified employee elected by a majority vote of full-time State employees.

Jackie Graham is the Secretary to the Board and Director of the State Personnel Department.

Board Member Information and Financial Report

Board Member Information

Joe N. Dickson - Reappointed February 2004.

Mr. Dickson, of Birmingham, retired as Editor/Publisher of The Birmingham World newspaper and currently works as a consultant. He was initially appointed to the Board by Governor Guy Hunt in February 1992, reappointed to a second term by Governor Fob James, Jr., and was reappointed to a new term in February of 2004 by Governor Bob Riley. He serves as the Board Chairman.

John M. McMillan - Reappointed February 2003.

Mr. McMillan, of Stockton, is a retired Executive Vice President of the Alabama Forestry Association and was initially appointed to the Board in February 1997 by Governor Fob James, Jr. He was reappointed to a second term by Governor Bob Riley.

Joyce P. O'Neal - Re-Elected February 2007.

Ms. O'Neal, a career Merit System employee with the Department of Human Resources, was elected April 2003 to fill an unexpired term as the employee representative. A professional Social Worker, she previously worked as a Human Resources County Director and is currently a Human Resources Regional Manager.

Ellen G. McNair - Appointed February 2005.

Ms. McNair, of Montgomery, is currently Senior Vice President, Corporate Development with the Montgomery Area Chamber of Commerce, and is a past president of the Economic Development Association of Alabama. She was appointed to the Board by Speaker of the House Seth M. Hammett.

James H. Anderson - Appointed February 2006.

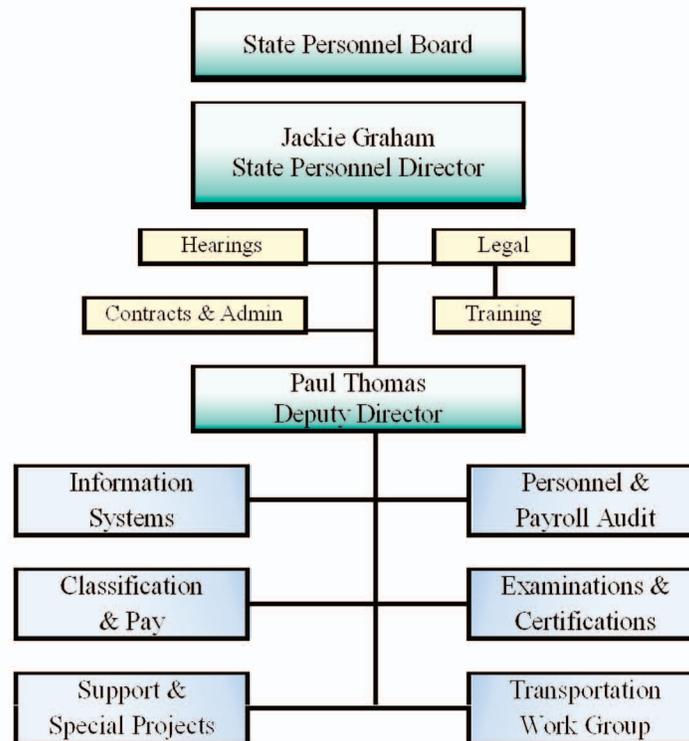
Mr. Anderson, of Montgomery, is a partner in the law firm of Beers, Anderson, Jackson, Patty, and Fawal, P.C. He was appointed to the Board by Lieutenant Governor Lucy Baxley.

Financial Report FY 2007-2008

Appropriations	
State Agency Collections	\$6,610,402
State Agency Collections (Team Contracts)	\$1,646,516
Miscellaneous Receipts	\$181
Unencumbered Funds Brought Forward	\$153,679
Total Funds Available	\$8,410,778

Expenditures	
Personnel Costs	\$4,998,087
Employee Benefits	\$1,592,931
Travel, In-State	\$25,718
Travel, Out-of-State	\$26,760
Repairs and Maintenance	\$88,285
Rentals and Leases	\$470,943
Utilities and Communications	\$201,020
Professional Services	\$360,395
Supplies, Materials and Operating Expenses	\$349,895
Transportation Equipment Operations	\$3,442
Transportation Equipment Purchases	\$0
Other Equipment Purchases	\$93,112
Total	\$8,210,588
Unencumbered Balance	\$200,190

State Personnel Department



Organizational Chart 2008

The State Personnel Department was created by the State Merit System Act of 1939. A State Director of Personnel position was designated to be the executive head of the Department.

The Department is committed to build and administer valid, legally-defensible selection devices in a timely manner and to identify the best qualified, available applicants to fill job vacancies; to maintain a competitive classification and pay plan as well as a pay administration system which supports the attraction and retention of qualified State workers; to facilitate the filling of State job vacancies through the efficient certification of qualified applicant names as required by the Merit System Law; to ensure compliance with court orders and Federal and State laws in the hiring process; to maintain the integrity of the State payroll by auditing proposed personnel actions to ensure compliance with State and Federal law; and to identify and create training programs in the area of human resource management.

The Year in Review

Classification and Pay

Administers and maintains the classification and pay plan for the State service

- Implemented Cost of Living Adjustment (COLA) passed by the legislature to be effective October 1, 2007
- Conducted 1,804 position reviews
- Abolished 10 job classifications and created 15 new classes for a total of 1,301 classifications in the State Classification Plan
- Implemented Federal minimum wage adjustment effective July 16, 2008
- Conducted extensive structure and salary review of fiscal classifications including accountants, budget analysts, bank and loan examiners and accounts examiners which resulted in range increase for affected classes

Examinations and Recruitment

Develops and administers tests and creates employment registers to identify the best qualified, available applicants to fill job vacancies

- Reviewed 108,673 applications for eligibility, a considerable increase (27.8%) from the previous fiscal year
- Opened 186 State classifications for testing, including the creation and validation of 13 complex new written examinations
- Expanded web-based application for employment program to include 149 continuous recruitment classifications
- Placed 41,134 eligibles on lists available to appointing authorities, an increase of 8.9%
- Expanded written examination centers throughout the State to 18 and administered assembled examinations to 19,220 applicants, an increase of 10%
- Revised promotional and open-competitive announcement formats to standardize announcement layout and enhance appeal and clarity

Certification

Maintains employment registers and certifies qualified persons to facilitate filling of State job vacancies

- Received 3,747 certification requests from agencies
- Issued certifications containing the names of 75,662 applicants to operating agencies for employment consideration
- Processed 5,320 appointments to fill positions within the State Merit System
- Completed the project of imaging over 144,000 employment applications of applicants on all active registers
- Implemented a project to image processed certifications to more easily track data



Employees gather on the Plaza of the Gordon Persons Building to celebrate Employee Recognition Day.

Review

Training

Identifies, creates and offers to State employees training programs in the area of human resource management

- Trained over 4,634 State employees through 81 training programs
- Offered training in traditional courses of Performance Appraisal, Progressive Discipline, Interview and Selection, Employment Law, Sexual Harassment Prevention, Family and Medical Leave Act, State Government Orientation and Dynamics of Supervision
- Developed a Customer Service class to provide techniques for giving outstanding customer service with emphasis on how to respond in a professional manner to requests for information, products or services
- Introduced Train the Trainer, a four-day course to provide individuals with techniques for designing, developing, conducting and evaluating training programs regardless of the subject
- Provided professional development to 669 administrative support personnel in Orange Beach and Lake Guntersville at annual Professional Development conferences

Hearings

Holds hearings for employee dismissal appeals

- Resolved 74 appeals
- Received 77 new appeals
- Resolved appeals within an average of 3.5 months where parties did not request a continuance

Administration

Prepares and recommends rules and regulations to administer the Merit System Law

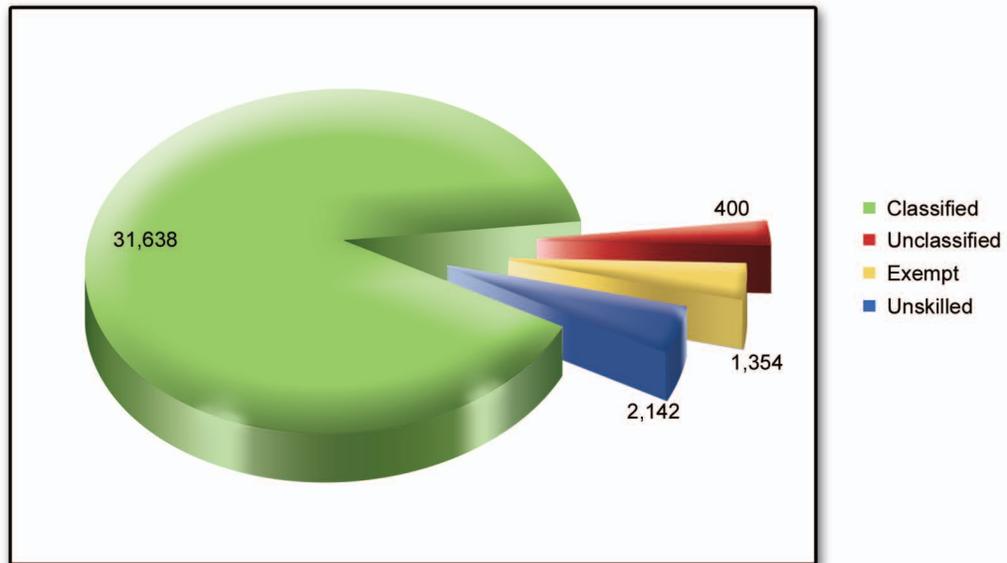
- Launched WeSave, an employee discount program which helps State employees save on everyday purchases and helps promote employee morale and retention
- Organized and held first annual Employee Recognition Day, hosting over 2,000 State employees for lunch, music, and prizes
- Implemented Commute with Company, a commuter database which currently includes over 600 members, to encourage State employees to carpool to work in hopes of saving money and decreasing traffic on roads
- Edited and distributed online Personnel Monthly newsletters to all State employees, providing training dates, updated benefits information and various topics of importance
- Processed donated leave requests for 107,814 hours granted to 486 employees

Transportation Work Group

Works with the Alabama Department of Transportation to meet its employment needs and to conclude the Reynolds Consent Decree

- Conducted 2,345 position reviews
- Administered 48 assembled examinations
- Issued 501 certifications of eligibles and processed in 503

Types of Employment



Distribution of the Types of Employment

Classified: These employees are also referred to as Merit System employees because they are governed and afforded certain protections by the rules and regulations of the Merit System Law. Positions in the classified service are filled through the competitive process administered by the State Personnel Department. Employees are required to serve a probationary period before achieving permanent status in the classified service.

Exempt: State law enumerates different groups of employees that are exempt from the rules and regulations of the Merit System. Those exempt employees for which State Personnel maintains records are certain Mental Health employees, officers elected by vote of the people, heads of departments appointed by boards and commissions, Youth Services educational employees, the Governor's private secretary, legal advisor, recording secretary, and employees paid exclusively out of the Governor's emergency or contingent funds.

Unclassified: The law provides for one confidential assistant or secretary for each elected officer, one for each department head appointed by the Governor, one such confidential employee for each board and each commission, and the employees in the Governor's office who are not exempt. Employees in the unclassified service are subject to the same rules and regulations of employment that apply to employees in classified or Merit System positions except as to appointment and dismissal.

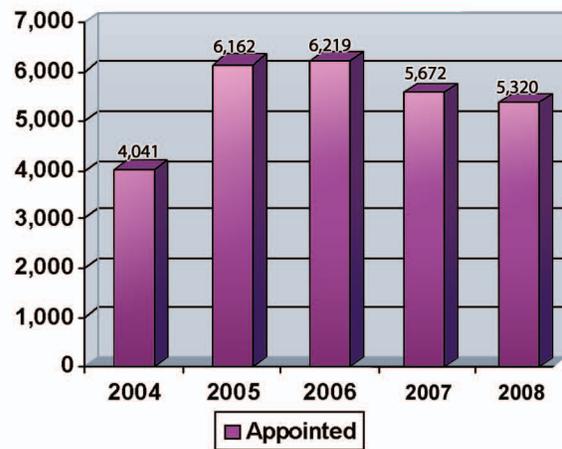
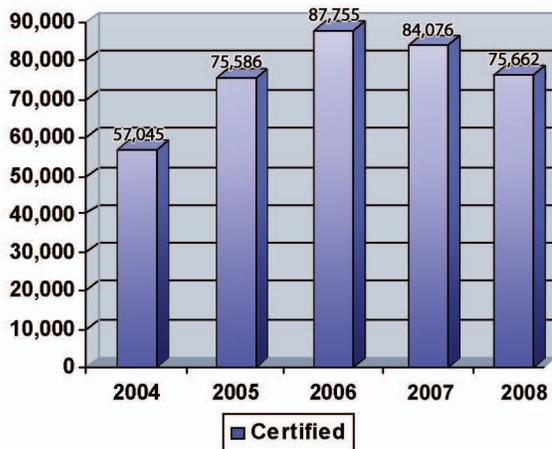
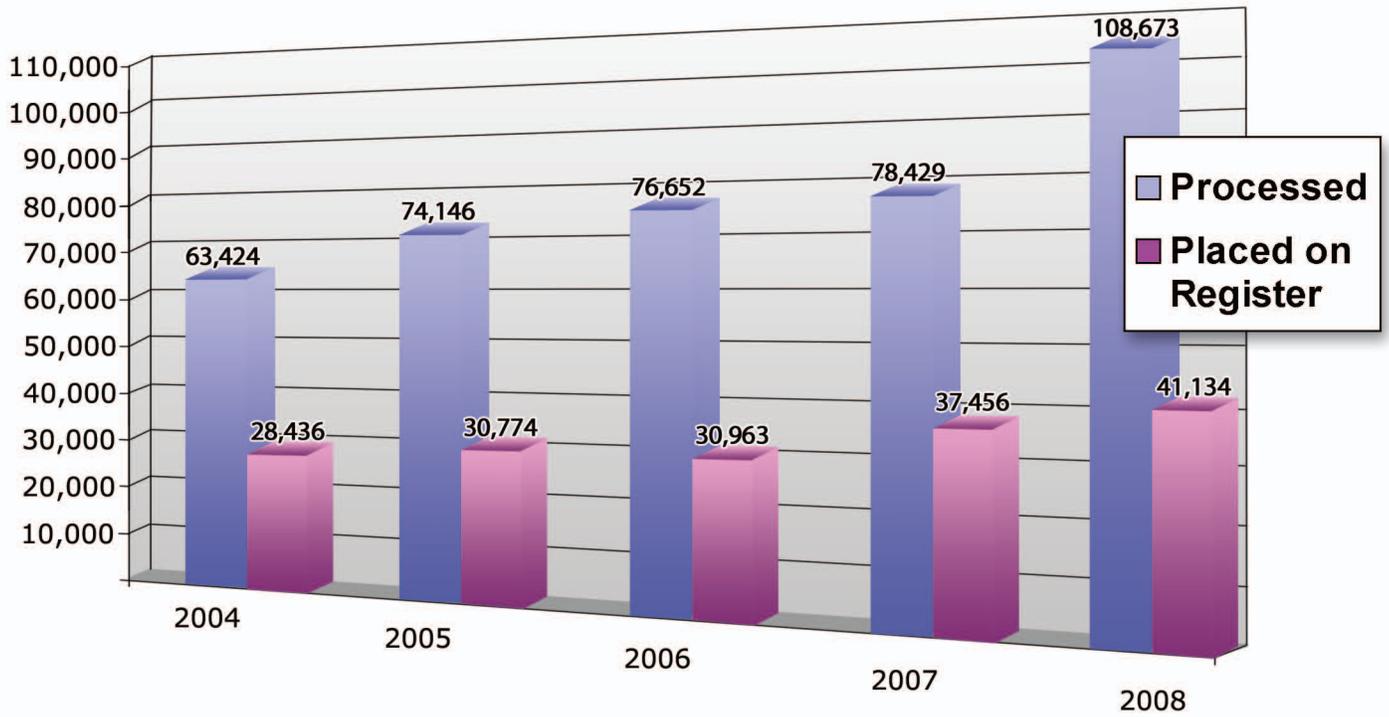
Unskilled: These limited assignments are restricted to such classes as Laborer, Resort Worker, and Forestry Worker. Employees in these classes have no status in the classified service, receive only limited entitlements to certain fringe benefits, and have no right of appeal should they be separated from State service.

Distribution of Employees by Type of Appointment

DEPARTMENT	Exempt	Unclassified	Classified	Unskilled	Total
Ag & Conservation Development Comm		1			1
Agricultural Museum Board			1		1
Agriculture & Industries	1	11	398	201	611
Agriculture Center Board			8	15	23
Alcoholic Beverage Control Board	1		896	1	898
Architects Registration Board		1	2		3
Archives and History		2	51		53
Assisted Living Examiners Board		1			1
Attorney General	1	26	143	2	172
Auditor	1	2	8		11
Banking	1	1	93		95
Building Commission			17	1	18
Children's Affairs	1	2	25		28
Children's Trust Fund	1	1	16		18
Chiropractic Examiners Board		1	3		4
Choctawhatchee, Pea & Yellow Rivers Watershed		1	3		4
Conservation & Natural Resources	1	2	744	765	1,512
Corrections	4	17	3,930		3,951
Cosmetology Board		1	28		29
Council on the Arts		2	15		17
Counseling Examiners Board		1			1
Credit Union Administration	1		9		10
Crime Victims Compensation Commission		1	24		25
Criminal Justice Information Center		1	61	2	64
Development Office	1	4	28		33
Dietetics/Nutrition Practice Examiners		1			1
Economic & Community Affairs	1	2	212		215
Education	17	5	794	3	819
Educational Television Commission	1	1	44		46
Electrical Contractors Board		1			1
Emergency Management Agency		1	97	1	99
Environmental Management	1	2	581	4	588
Ethics Commission	1	1	13	1	16
Examiners of Public Accounts	1	1	248	1	251
Farmers' Market Authority	1		8		9
Finance	1	4	469	48	522
Forensic Sciences	1		214	2	217
Foresters Registration Board		1			1
Forestry Commission		3	305	9	317
Funeral Services Board	3				3
General Contractors Licensing Board		1	18		19
Geological Survey	1	1	43		45
Governor	2	87			89
Health Planning & Development		1	13		14
Heating & AC Contractors Board		1	7		8
Historical Commission		3	51	14	68
Home Builders Licensure Board		2	18		20
Homeland Security Office	7	2	7		16
Human Resources	1	1	4,344	7	4,353

DEPARTMENT	Exempt	Unclassified	Classified	Unskilled	Total
Indian Affairs Commission		1	2		3
Industrial Relations	1	2	887	20	910
Insurance	2	1	153		156
Judicial Inquiry Commission		2	1		3
Labor	1		18		19
Liquefied Petroleum Gas Board		2	7		9
Manufactured Housing Commission		1	28	1	30
Medicaid Agency		2	692	1	695
Mental Health & Retardation	1,182	1	1,678	4	2,865
Military	1		187	29	217
Nursing Board		2	43		45
Nursing Home Admin Exam Board		1			1
Occupational Therapy Board		1			1
Oil & Gas Board	2		45		47
Onsite Wastewater Board			4		4
Pardons And Paroles	3	2	628	1	634
Peace Off Standards & Training Comm	1	1	4		6
Peace Officers Annuity & Benefit Fund		1	3		4
Personnel		3	91		94
Physical Fitness Commission			3		3
Physical Therapy Board		1	1		2
Plumbers & Gas Fitters Exam Board		2	18		20
Polygraph Examiners			1		1
Professional Engineers Registration Board		2	9		11
Public Education Employees Health Insurance Bd		8	19		27
Public Health	1	4	3,388	967	4,360
Public Library Service		2	41	2	45
Public Safety	2	1	1,439	1	1,443
Public Service Commission	3	9	108	1	121
Real Estate Appraisers Board		1	7		8
Real Estate Commission	1	2	33		36
Rehabilitation Services	1	1	802	4	808
Retirement Systems	2	105	168	1	276
Revenue	1	2	1,225	9	1,237
Secretary of State	1	3	38		42
Securities Commission		1	44		45
Senior Services	1	2	41		44
Social Work Examiners Board		1	2		3
Soil & Water Conservation Commission		1	3		4
Speech Pathology & Audiology Exam Board		1	1		2
State Docks/Port Authority	1		198	1	200
State Employees' Insurance Board		17	50		67
Surface Mining Commission	1	1	24		26
Tourism & Travel	1	1	66	1	69
Transportation	1	1	4,744	13	4,759
Treasurer	1	3	45		49
Veterinary Medical Examiners Board		1	2		3
Veterans Affairs	1	1	49		51
Women's Commission		1			1
Youth Services	89	1	609	9	708
Totals	1,354	400	31,638	2,142	35,534

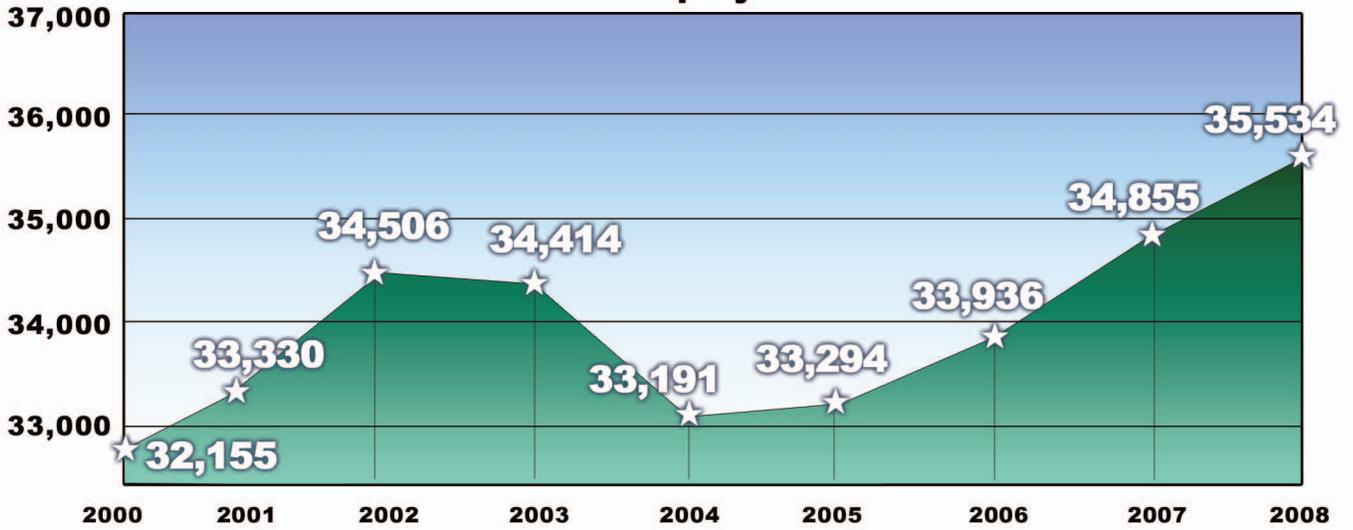
Applicant Information



Recruitment & Selection: This past fiscal year over 108,600 applications for State jobs were submitted, the largest number ever received. The names of over 75,600 applicants were certified to operating agencies to be considered for State jobs.

Workforce Demographics

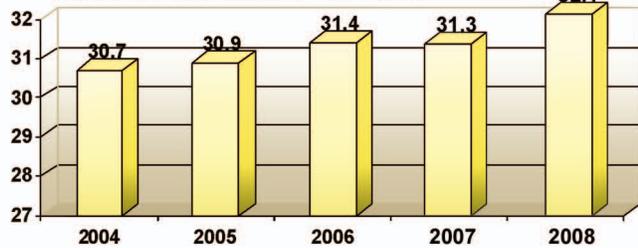
Total Employees



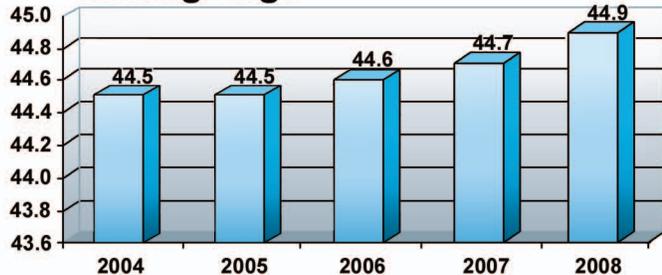
Aging Workforce

State workforce demographics reveal that the number of employees eligible to retire within the next five years is now 32.1%. The average age of the State's workforce continued a ten year rise and is now at 44.9 years.

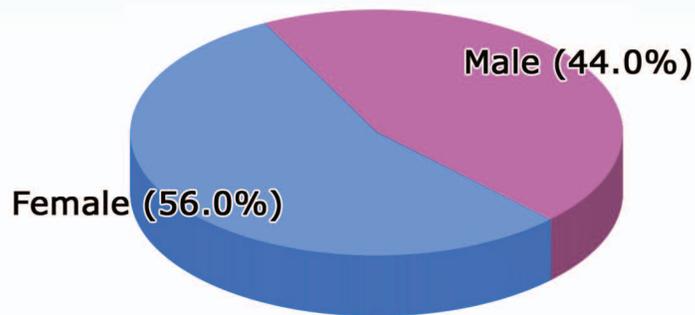
Percent Eligible To Retire Within 5 Years



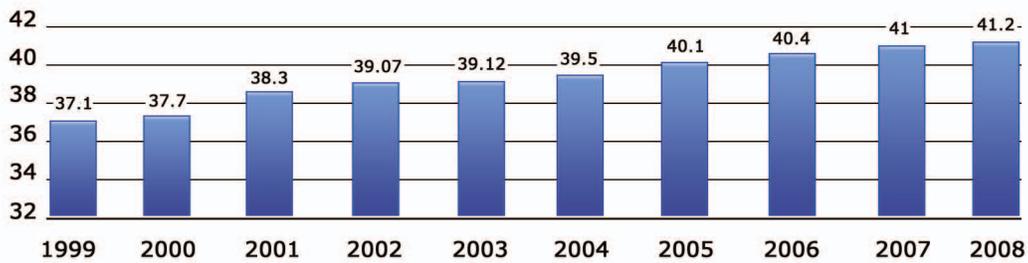
Average Age



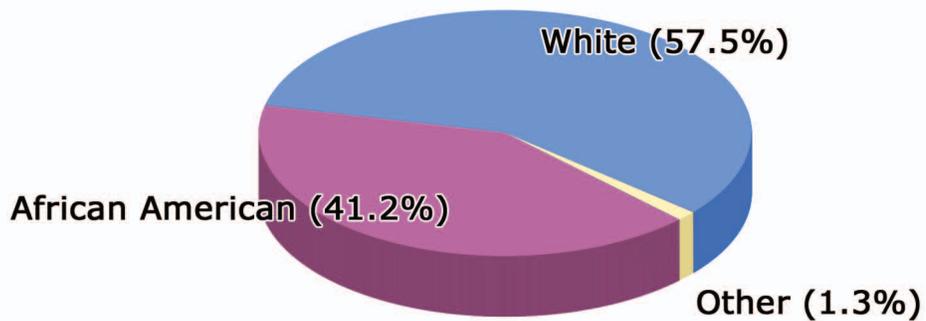
State Workforce By Gender



Percentage of African American Employees

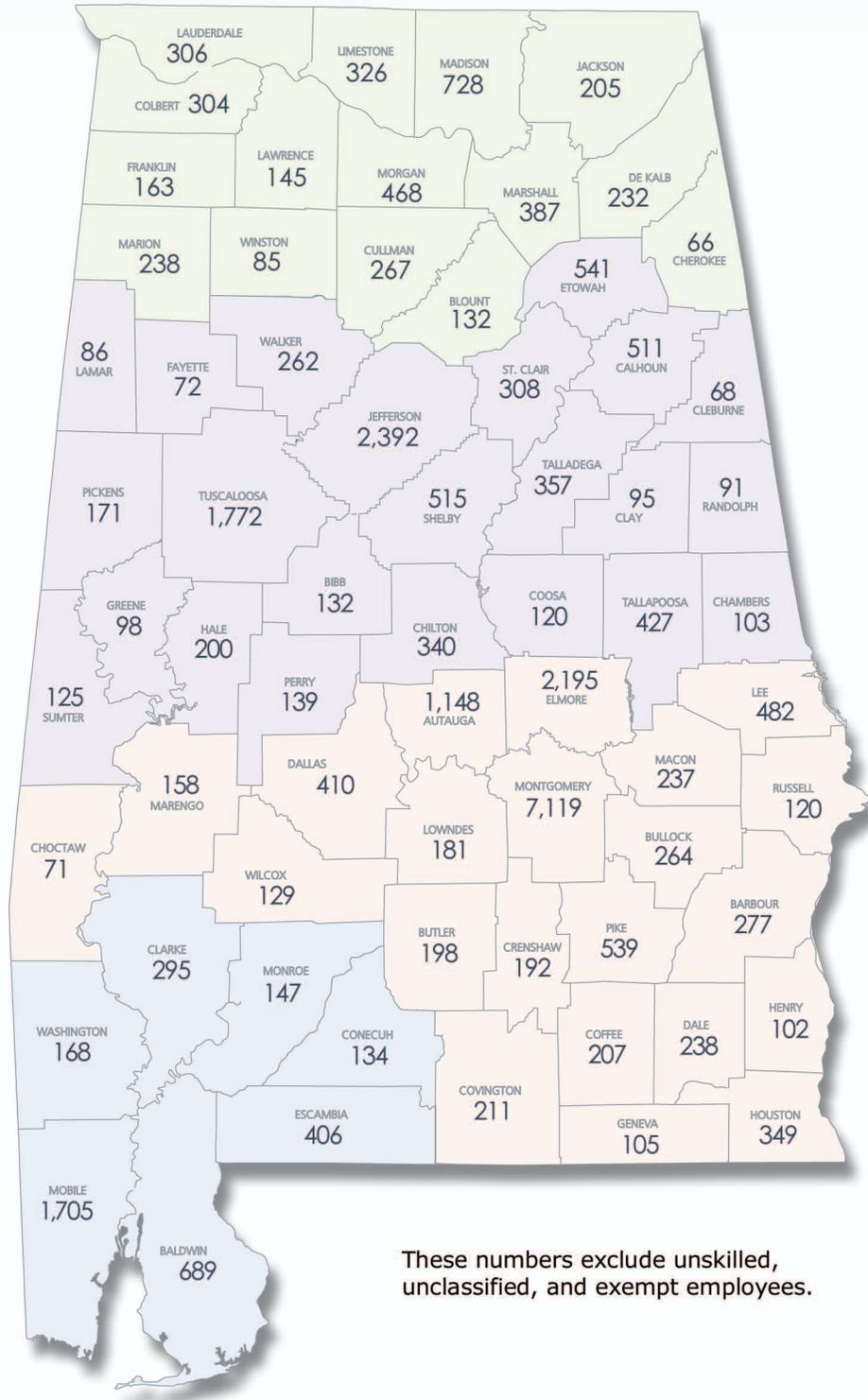


State Workforce By Race



State Workforce

by County of Residence



These numbers exclude unskilled, unclassified, and exempt employees.

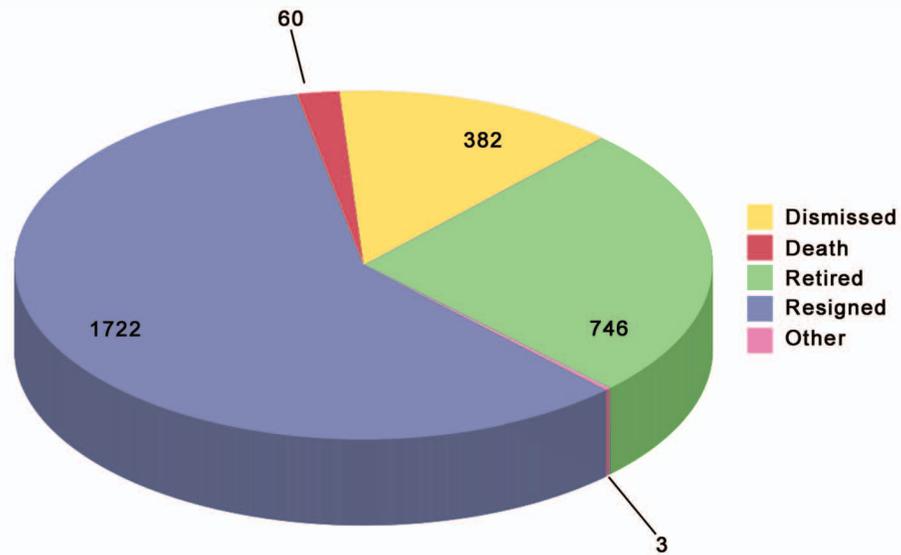
Distribution of Employees by Department

A Five Year Comparison

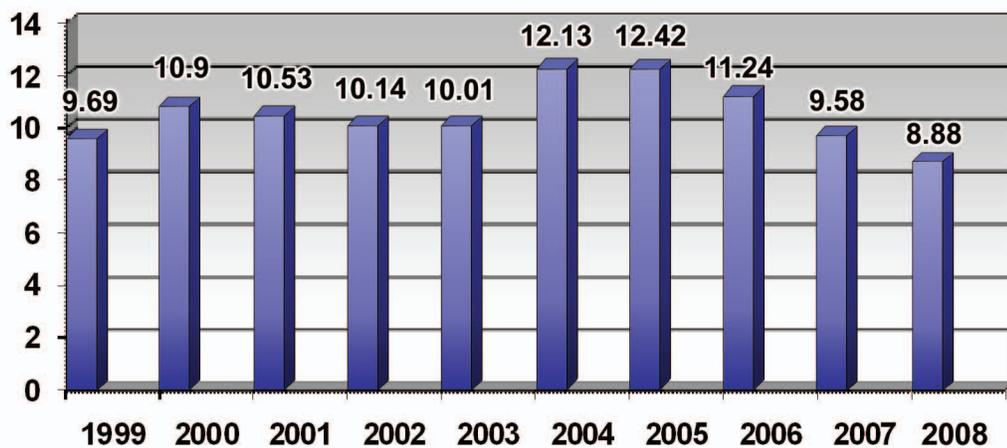
DEPARTMENT	2004	2005	2006	2007	2008
Ag & Conservation Development Comm	1	1	1	1	1
Agricultural Museum Board	1	1	1	1	1
Agriculture & Industries	543	635	550	556	611
Agriculture Center Board	59	35	34	35	23
Alcoholic Beverage Control Board	753	778	851	895	898
Architects Registration Board	2	2	2	2	3
Archives and History	37	38	40	51	53
Assisted Living Administrators Examiners Board		1			1
Attorney General	173	174	174	165	172
Auditor	11	10	10	10	11
Banking	105	97	94	99	95
Building Commission	18	17	17	18	18
Children's Affairs	11	11	11	15	28
Children's Trust Fund	16	17	17	19	18
Chiropractic Examiners Board	2	3	3	3	4
Choctawhatchee, Pea & Yellow Rivers Watershed	2	3	3	4	4
Conservation & Natural Resources	1,394	1,295	1,365	1,302	1,512
Corrections	3,660	3,645	3,622	3,748	3,951
Cosmetology Board	23	26	26	28	29
Council on the Arts	16	17	17	17	17
Counseling Examiners Board	1	1	1	1	1
Credit Union Administration	6	6	10	11	10
Crime Victims Compensation Commission	27	26	27	27	25
Criminal Justice Information Center	49	50	56	63	64
Development Office	33	31	30	29	33
Dietetics/Nutrition Practice Examiners	1	2	1	2	1
Economic & Community Affairs	227	216	217	222	215
Education	756	775	786	788	819
Educational Television Commission	55	47	46	48	46
Electrical Contractors Board	1	1	1	1	1
Emergency Management Agency	64	89	96	104	99
Environmental Management	557	591	593	596	588
Ethics Commission	11	11	12	14	16
Examiners of Public Accounts	186	197	224	248	251
Farmers' Market Authority	5	5	5	9	9
Finance	484	476	498	520	522
Forensic Sciences	191	195	197	210	217
Foresters Registration Board	1	1	1	1	1
Forestry Commission	327	333	341	324	317
Funeral Services Board	3	3	3	3	3
General Contractors Licensing Board	19	18	19	17	19
Geological Survey	36	36	35	40	45
Governor	69	66	82	100	89
Health Planning & Development	8	9	9	13	14
Heating & AC Contractors Board	8	9	8	8	8
Historical Commission	109	66	62	66	68
Home Builders Licensure Board	17	18	18	18	20
Homeland Security Office	13	13	14	13	16

DEPARTMENT	2004	2005	2006	2007	2008
Human Resources	4,244	4,356	4,409	4,491	4353
Indian Affairs Commission	3	3	3	3	3
Industrial Relations	1,231	1,109	1,008	940	910
Insurance	137	131	137	151	156
Judicial Inquiry Commission	3	3	3	3	3
Labor	8	11	13	14	19
Liquefied Petroleum Gas Board	7	8	9	9	9
Manufactured Housing Commission	30	30	30	31	30
Medicaid Agency	662	655	666	671	695
Mental Health & Retardation	2,830	2,738	2,729	2,857	2,865
Military	195	195	199	211	217
Nursing Board	37	44	46	45	45
Nursing Home Admin Exam Board	1	1	1	1	1
Occupational Therapy Board	1	1	1	1	1
Oil & Gas Board	36	39	44	43	47
Onsite Wastewater Board	5	5	4	5	4
Pardons and Paroles	551	589	645	618	634
Peace Off Standards & Training Comm	5	6	8	9	6
Peace Officers Annuity & Benefit Fund	4	3	4	4	4
Personnel	95	95	95	96	94
Physical Fitness Commission	3	3	3	3	3
Physical Therapy Board	2	2	2	2	2
Plumbers & Gas Fitters Exam Board	16	17	18	17	20
Polygraph Examiners		1	1	1	1
Professional Engineers Registration Board	7	5	7	11	11
Public Education Employees Health Insurance Bd	15	21	27	26	27
Public Health	3,590	3,634	3,898	4,212	4,360
Public Library Service	39	45	45	43	45
Public Safety	1,271	1,270	1,380	1,407	1,443
Public Service Commission	120	118	117	118	121
Real Estate Appraisers Board	7	6	7	8	8
Real Estate Commission	28	31	36	34	36
Rehabilitation Services	819	812	815	819	808
Retirement Systems	240	253	257	267	276
Revenue	1,337	1,264	1,266	1,269	1,237
Secretary of State	39	34	34	40	42
Securities Commission	38	41	39	45	45
Senior Services	28	37	41	41	44
Social Work Examiners Board	3	3	3	3	3
Soil & Water Conservation Commission	2	2	4	4	4
Speech Pathology & Audiology Exam Board	1	2	2	2	2
State Docks/Port Authority	142	150	165	184	200
State Employees' Insurance Board	36	48	57	70	67
Surface Mining Commission	26	24	27	25	26
Tourism & Travel	64	62	67	66	69
Transportation	4,369	4,504	4,551	4,665	4,759
Treasurer	54	51	50	48	49
Veterinary Medical Examiners Board	2	3	3	2	3
Veterans Affairs	56	52	54	54	51
Woman's Commission					1
Youth Services	661	680	676	701	708
Totals	33,191	33,294	33,936	34,855	35,534

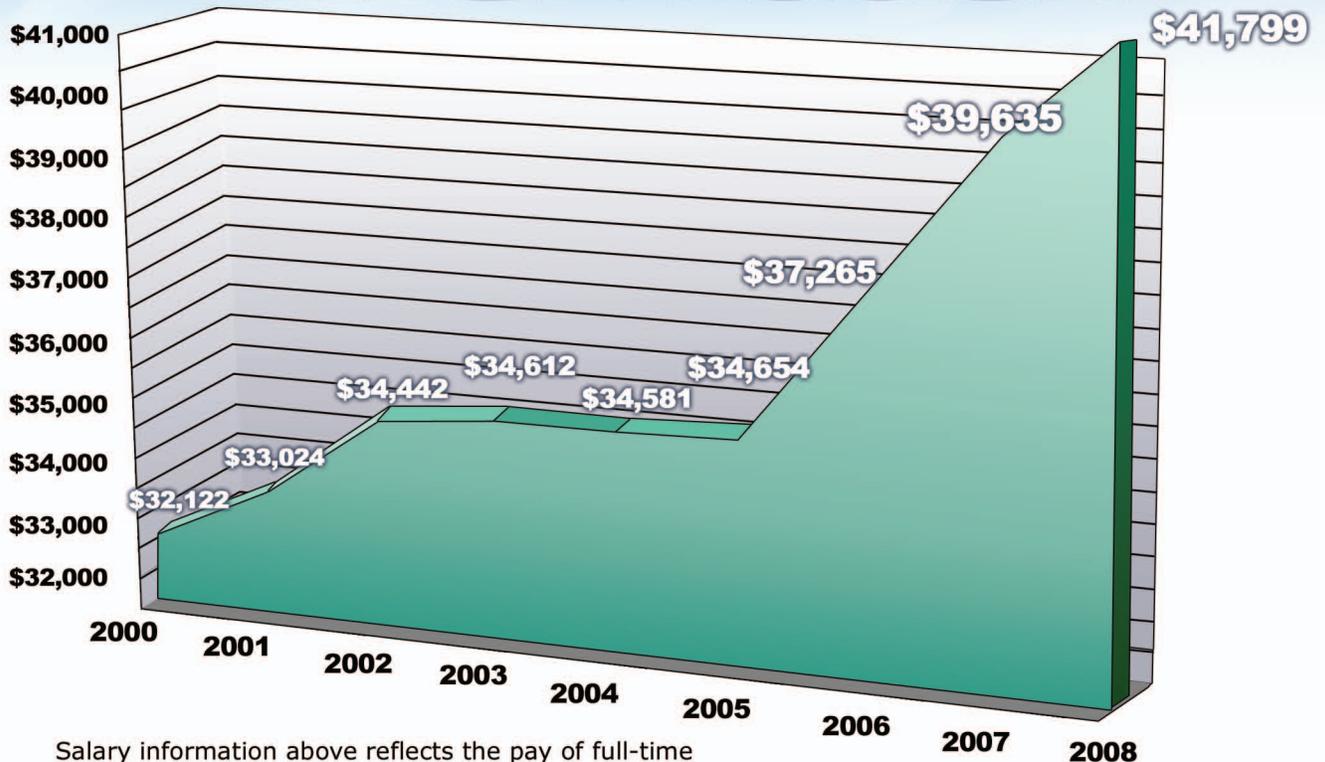
Separations



Turnover Rate - Total Separations (Percent)



Salary Information



Salary information above reflects the pay of full-time classified employees prior to the October 1, 2008 Cost of Living Adjustment (COLA).

State	Average Salary	Number of Employees
Virginia	\$42,937	53,729
Louisiana	\$42,149	40,059
Alabama	\$41,596	31,181
North Carolina	\$40,661	71,058
Georgia	\$40,297	14,901
Kentucky	\$38,124	28,756
Tennessee	\$36,188	39,350
South Carolina	\$35,911	40,238
Oklahoma	\$34,686	27,123
Florida	\$34,667	83,735
Arkansas	\$34,459	25,896
Missouri*	\$32,479	36,680
Mississippi	\$32,395	26,228
West Virginia	\$31,902	19,003
Averages	\$37,032	38,424

Note: This data is reported as of July 2008, a different time period than that used for other charts. It excludes unclassified employees, higher education, K-12, medical hospitals, and skilled & semi-skilled employees.

*Excludes employees in Transportation, Conservation, uniformed officers in Public Safety, elected officials, and Legislative and Judicial Branch employees.

Benefits Comparison

Holiday Rankings

(Includes Personal Leave Days)

Official Holidays Granted State	Days
Virginia ¹	17
West Virginia ²	14
Alabama	13
Georgia ³	12
Missouri	12
South Carolina	12
Louisiana ⁴	12
Kentucky ⁵	11.5
North Carolina	11
Arkansas	11
Tennessee	11
Mississippi	11
Florida	10
Oklahoma	10

¹All employees hired after 01/01/99 receive 4 to 5 personal leave days.

²Additionally, 1 day each is granted for general and primary elections.

³Additionally, sick leave in excess of 15 days, up to 3, is converted to personal leave days.

⁴Additionally, Election Day is given every other year.

⁵Additional holiday given for Presidential election.

Annual Leave Rankings

Maximum Days Granted Per year State	Days	Maximum Accumulation Allowed State	Days
South Carolina	30	Louisiana ¹	Unlimited
Alabama	29.25	Mississippi ²	Unlimited
Mississippi	27	Alabama	60
Virginia	27	Kentucky	60
North Carolina	25.75	Oklahoma	60
Oklahoma	25	Virginia ³	54
Kentucky	24	Florida ⁴	45
Louisiana	24	Georgia	45
Tennessee	24	South Carolina	45
West Virginia	24	Missouri	42
Arkansas	22.5	Tennessee ⁴	42
Georgia	21	West Virginia ⁵	40
Missouri	21	Arkansas	30
Florida	19.5	North Carolina ⁴	30

¹Though accumulation is unlimited, on separation employee is paid for up to 37.5 days.

²Though accumulation is unlimited, on separation employee is paid for up to 30 days.

³Payment on separation is for up to 42 days.

⁴Excess converts to sick leave.

⁵Excess may be used to purchase health insurance, if separation is for retirement.

Sick Leave Rankings

Maximum Days Granted State	Days	Maximum Accumulation State	Days
Kentucky	32	Florida ²	Unlimited
Louisiana	24	Kentucky ³	Unlimited
West Virginia	18	Louisiana ⁴	Unlimited
Georgia	15	Mississippi ³	Unlimited
Missouri	15	Missouri ³	Unlimited
Oklahoma	15	North Carolina ³	Unlimited
South Carolina	15	Oklahoma ³	Unlimited
Alabama	13	Tennessee ³	Unlimited
Florida	13	Virginia ⁵	Unlimited
Arkansas	12	West Virginia ³	Unlimited
Mississippi	12	South Carolina ³	195
North Carolina	12	Alabama ⁶	150
Tennessee	12	Arkansas ⁷	120
Virginia ¹	10	Georgia ³	90

¹All employees hired before 01/01/99 receive 15 days.

²After 10 years service employee paid for 1/4 unused sick leave up to 60 days.

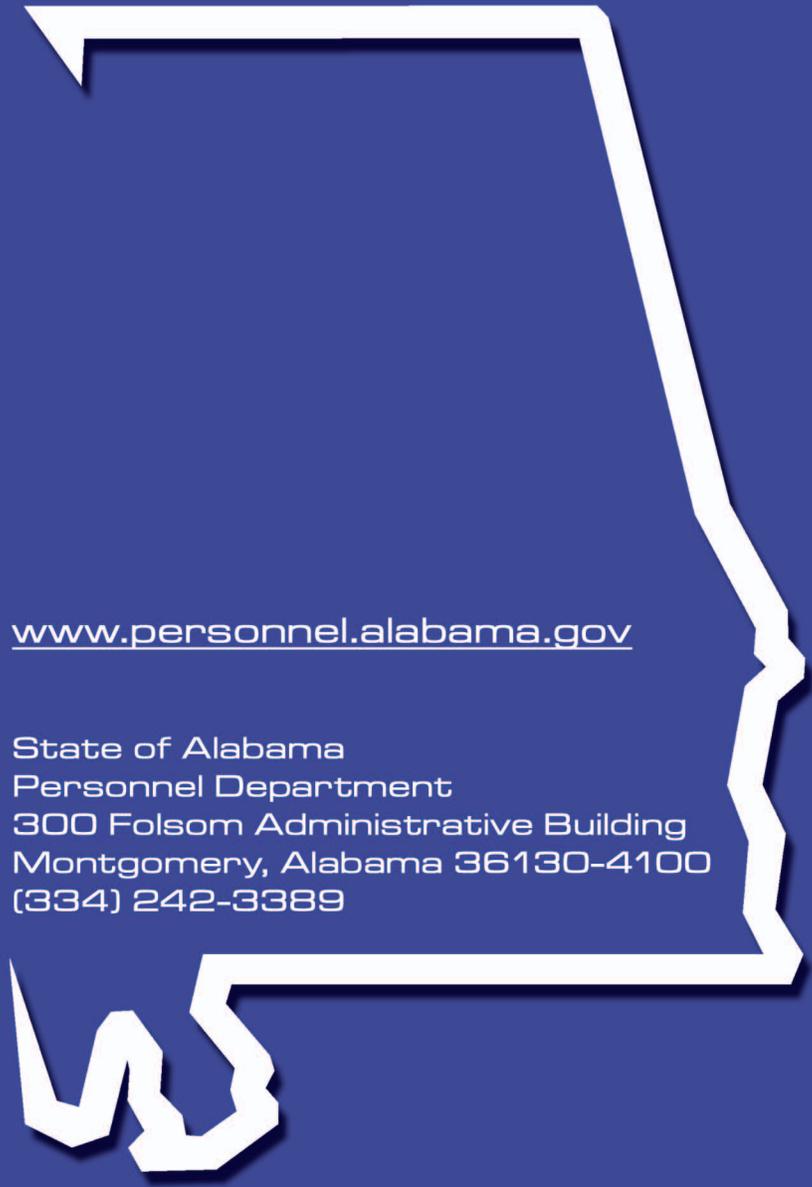
³Unused sick leave has no cash value but is credited towards retirement.

⁴Partial payment based on actuarial computation

⁵After 5 years service employee paid for 1/4 unused sick leave up to \$5,000.

⁶At retirement employee paid for 1/2 unused sick leave or may credit time towards retirement.

⁷At retirement employee paid for part of unused sick leave up to \$7,500.



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