

# 2006 *Annual Report*



## *STATE OF ALABAMA Personnel Department*

*October 1, 2005 - September 30, 2006*





Jackie Graham  
State Personnel Director  
Paul D. Thomas  
Deputy Director

# STATE OF ALABAMA

## PERSONNEL DEPARTMENT

300 Folsom Administrative Building  
Montgomery, Alabama 36130-4100  
Telephone: (334) 242-3389 Fax: (334) 242-1110  
www.personnel.state.al.us



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

### LETTER OF TRANSMITTAL

Honorable Bob Riley, Governor of Alabama

State Personnel Board  
Mr. Joe Dickson, Chairman  
Mr. James H. Anderson  
Mr. John 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, 2005 through September 30, 2006.

During this fiscal year, Mr. Thomas G. Flowers retired from the position of Personnel Director after having served the State with great dedication for over forty years. His commitment and service to the State and this Department are to be commended.

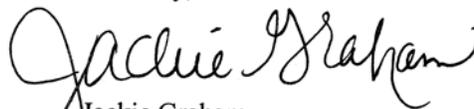
In June 2006, a major provision of the Frazer lawsuit commonly referred to as the "Frazer no-bypass rule" was terminated based on the progress of the State's employment practices. This injunction had been in effect from 1976 until its temporary suspension in 2005.

A review of the State workforce demographics revealed that the number of employees eligible to retire within the next five years increased to 31%; however, the average years of State service among employees decreased slightly. The average age of the State's workforce continued an eight year rise and is now at 44.5 years. The percentage of employees in their 30s and 40s continued to decline for the seventh straight year. To help address these and other important issues, a Workforce Planning Conference for State agency directors, managers, and personnel staff was held in August.

This fiscal year we received over 76,600 applications for State jobs which is the largest number received in over ten years. During the year, the names of over 87,700 applicants were certified to operating agencies for consideration for State jobs. Also, the State's donated leave program benefited 495 employees as a record number of hours were given by State employees.

Your support during my first year as State Personnel Director 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



2006  
*Annual Report*

*State of Alabama*  
*Personnel Department*

*October 1, 2005 - September 30, 2006*



# TABLE OF CONTENTS

## State of Alabama Personnel Board

Composition .....	1
Duties and Responsibilities .....	2

## State of Alabama Personnel Department

Organizational Chart .....	3
Duties and Responsibilities .....	4
Operating Reports .....	5
Classification and Pay .....	5
Special Studies .....	6
Recruitment and Selection .....	6
Certification Process .....	9
Compliance with Legal Requirements.....	9
Compliance with U.S. vs. Personnel Director .....	10
Administration .....	11
Employee Appeals .....	11
Leave Donation .....	11
Training .....	11
Information Systems .....	11
Transportation Group .....	12
Financial Report .....	14

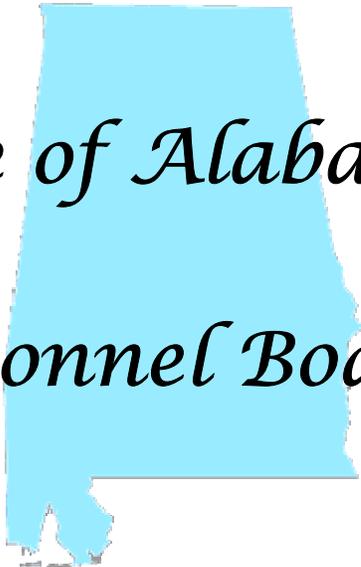
## State of Alabama Workforce Demographics

Types of Employment Defined .....	15
Total Employees (10 Year Comparison) .....	16
Classified Employees (10 Year Comparison) .....	17
Exempt & Unclassified Employees .....	18
State Workforce by County of Residence .....	19
Distribution of Total Employees by Department .....	20
Employees by Categories .....	22
State Workforce by Job Category .....	22
State Workforce by EEO Category .....	23
Women and Minorities .....	24
State Workforce by Gender .....	24
Percentage of African American Employees .....	24
State Workforce by Race .....	24
Employee Age Demographics .....	25
Average Age of Workforce .....	25
Age by Percent of Workforce .....	25
Percent Employees Eligible to Retire Within 5 Years.....	26
Average Years Service.....	26
Distribution of Employees by Type of Appointment .....	27

Separation Rates .....	29
Turnover Rate - Total Separations .....	29
Separation Data by Month .....	29

**State of Alabama Salary & Benefit Data**

State Employee Salary Information .....	30
Total Salary Costs .....	30
Average Annual Salary .....	30
Workforce Distribution by Salary Range .....	31
Employee Benefits Comparison .....	32
Annual Leave Rankings .....	32
Holiday Rankings .....	32
Sick Leave Rankings .....	33
Accumulated Leave Hours .....	34
Value of Accumulated Leave .....	34



*State of Alabama*

*Personnel Board*



## **Composition**

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.

**Joe Dickson - Reappointed February 2004. Term expires February 1, 2010.**

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 McMillan - Reappointed February 2003. Term expires February 1, 2009.**

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.

**Horace W. Powell, Sr. - Appointed September 2002. Term expired February 1, 2006.**

Mr. Powell, of Prattville, was appointed by Lieutenant Governor Steve Windom. Mr. Powell, a long-time representative of the New York Life Insurance Company, also served as a State Representative for House District 71 from 1991 to 1995.

**Joyce P. O'Neal - Elected April 2003. Term expires February 1, 2007.**

Ms. O'Neal, a career Merit System employee with the Department of Human Resources, was elected 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 Director of the State's Food Assistance Program.

**Ellen G. McNair - Appointed February 2005. Term expires February 1, 2011.**

Ms. McNair, of Montgomery, is currently Vice President of 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. Term expires February 1, 2012.**

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

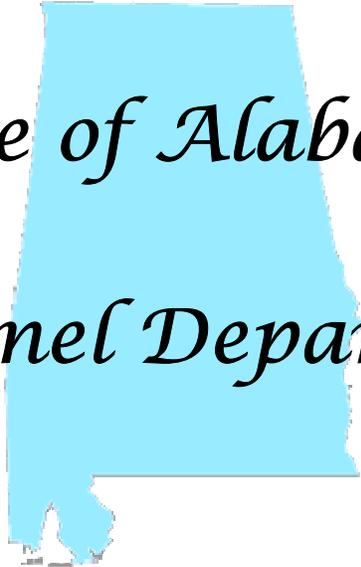
## **Duties and Responsibilities**

The State Personnel Board is empowered by the State Merit System Act of 1939 and the State Constitution. The legislative act set forth the Board's charge:

“ . . . to assure to all citizens of demonstrated capacity, ability and training an equal opportunity to compete for service with the State of Alabama, to establish conditions in the state service which will attract officers and employees of character and capacity and to increase the efficiency of the governmental departments and agencies by the improvement of methods of personnel administration.”

To further this objective, the Board was given certain specific duties summarized below:

- To adopt and amend rules and regulations for the administration of the Merit System Law.
- To maintain a competitive classification and compensation plan.
- To require observance of the provisions of the Merit System Law and the rules and regulations of the Board.
- To conduct hearings and to render decisions, as provided in the Merit System Law, on charges preferred against classified employees.
- To represent the public interest in the improvement of personnel administration in the State service.
- To advise and assist the director.

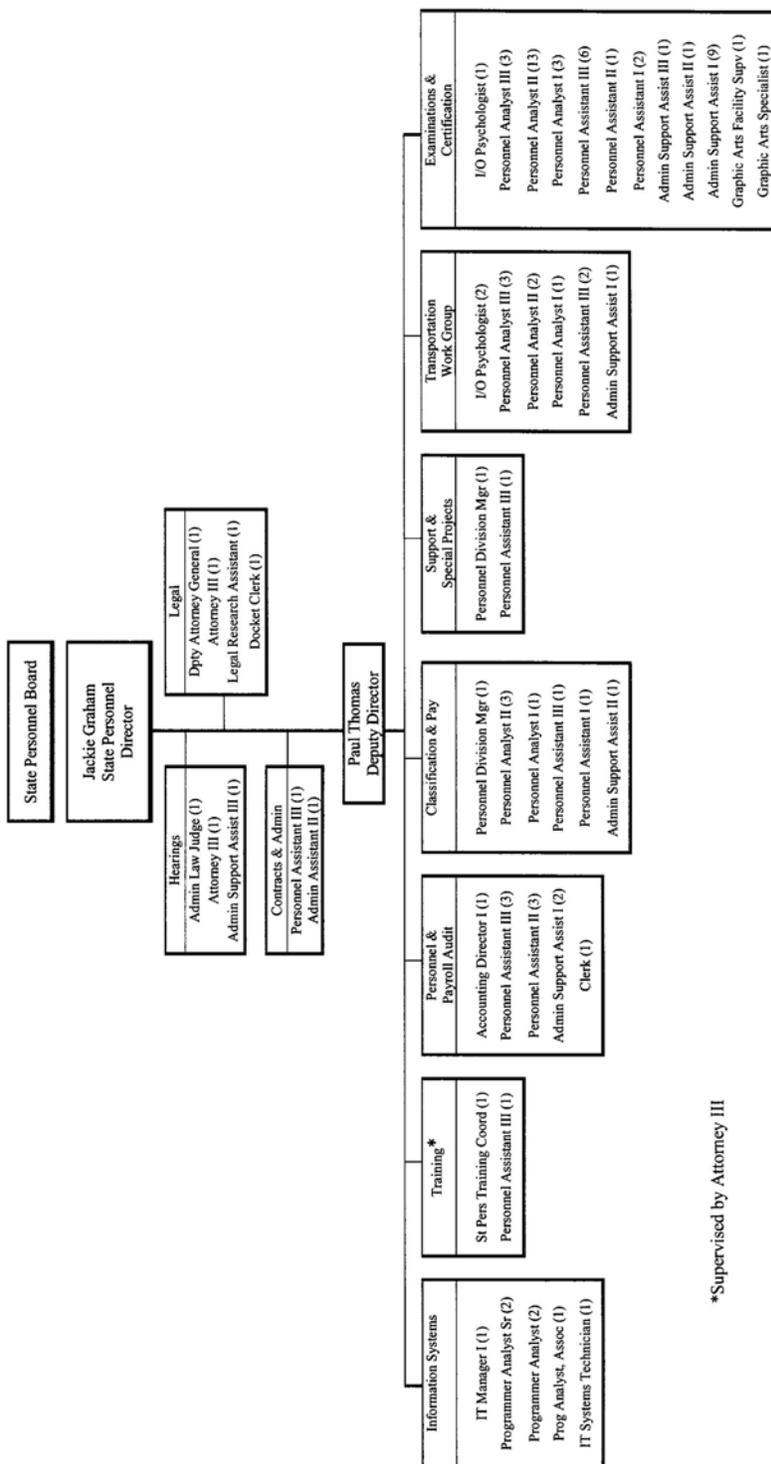


*State of Alabama*  
*Personnel Department*



# State of Alabama Personnel Department

## State Personnel Department Organizational Chart 9/2006



\*Supervised by Attorney III

NOTE: May not reflect recent vacancies.

## **Duties and Responsibilities**

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 Director of Personnel is appointed by the Board and may be removed for cause.

The Department, under the Director, is charged with such responsibilities as:

- Preparing and recommending rules and regulations to administer the Merit System Law.
- Administering and executing classification and pay plans for the State service.
- Conducting tests, creating employment registers and certifying qualified persons for appointment.
- Devising and administering an employee performance evaluation program.
- Approving all payrolls or other compensations for personal services.

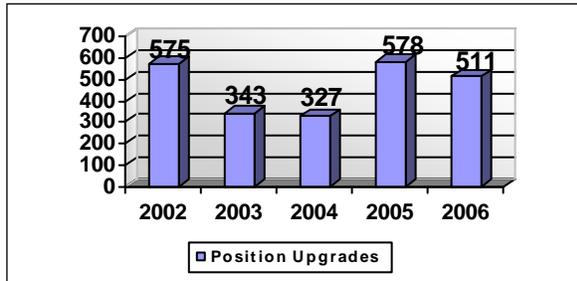
The State Personnel Department is committed to build and administer valid, legally-defensible selection devices in a timely manner and to identify the best qualified, available applicants to fill job vacancies; to maintain a competitive classification and pay plan as well as a pay administration system 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.

## Operating Reports

### Classification and Pay

At the end of the fiscal year, the State of Alabama’s classification plan contained 1,306 classifications. During the fiscal year, based on recommendations from the Classification and Pay Staff, the State Personnel Board approved the establishment of 23 new job classifications, the revision of 51 class specifications, the abolishment of 26 classifications, and salary range changes for 73 classifications. The Board also considered 46 special pay issues and 36 overtime payment requests for FLSA non-exempt employees during the fiscal year.

Numerous job studies and position reviews were conducted by the Classification and Pay Staff to



maintain the State classification plan. Position Classification Questionnaires were secured and reviewed for positions throughout State service in an effort to ensure appropriate classification allocations. This effort resulted in the review of 1,654 position descriptions; establishment of 632 new positions; reallocation of 511 positions to higher classifications; reallocation of 50 vacant

positions to lower classifications; and abolishment of 10 positions.

Members of the Classification and Pay Staff attended the 2006 Southeastern States Salary Conference in Louisville, Kentucky to discuss current pay policies and procedures. The conference was hosted by Kentucky and South Carolina and included at least one representative from 13 of the 14 member states. Continued participation in this group provides a valuable source of quantifiable salary data as well as detailed information concerning compensation practices and state employee benefits information.

An important aspect of this conference is the exchange of information as it relates to full-time classified and unclassified/exempt employees. The information exchanged at this year’s conference indicated that the average salary as of July 2006 for Alabama’s full-time, classified employees is approximately 6.5 percent above the average salary across all Southeastern States; that Alabama ranks fourth among the other Southeastern States when comparing average salary; and that Alabama ranks ninth when considering the total number of full-time, classified employees.

<i>STATE</i>	<i>AVERAGE SALARY</i>	<i>NUMBER OF EMPLOYEES</i>
<i>Virginia</i>	\$39,622	52,937
<i>North Carolina</i>	\$38,256	87,892
<i>Georgia</i>	\$37,295	19,239
<i>Alabama</i>	\$37,185	30,033
<i>Louisiana</i>	\$36,990	38,954
<i>Kentucky</i>	\$36,522	30,134
<i>West Virginia</i>	\$35,480	20,334
<i>Tennessee</i>	\$34,429	39,435
<i>South Carolina</i>	\$34,416	38,900
<i>Florida</i>	\$33,376	83,253
<i>Arkansas</i>	\$32,556	25,339
<i>Oklahoma</i>	\$32,534	27,328
<i>Missouri*</i>	\$30,818	36,453
<i>Mississippi</i>	\$29,351	25,607
<i>Averages</i>	\$34,916	39,703

*Note: This data is reported as of July 2006 a different time period than that used for other Annual Report tables. 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.*

## *State of Alabama Personnel Department*

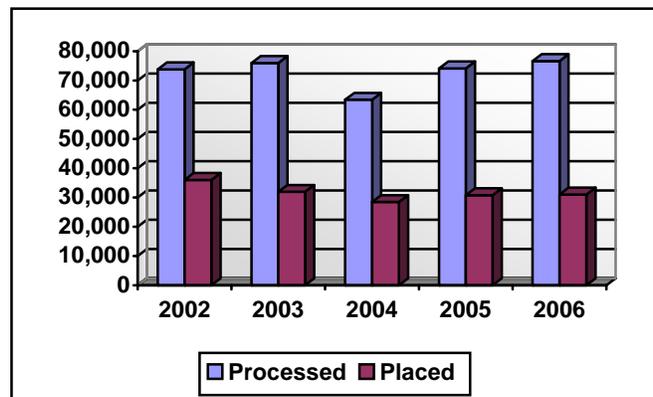
Employees eligible for performance increases could receive up to a maximum salary adjustment of two steps or five percent. Longevity pay was awarded to employees with five or more years of State service as a permanent employee.

The Classification and Pay Staff continued its practice of conducting surveys in connection with requests for salary adjustments presented to the State Personnel Board. As a result of our participation in several surveys from business group consultants and other states, our State received additional access to prevailing compensation rates.

**Special Studies:** During this fiscal year, several significant Classification and Pay studies were conducted which resulted in updated classification structures and/or enhanced salary allocations in the State's Classification and Pay Plan. Studies covered various employment areas such as ABC Enforcement, Troopers, Nutritionists, Public Health Physicians, Human Resources County Directors, and Home Health Aides.

### **Recruitment and Selection**

The Examinations and Recruitment Division is responsible for developing, constructing, scheduling, and administering examinations for existing or anticipated job vacancies in the State of Alabama Merit System. The Division strives to improve selection methods and technology to deliver high quality services in a timely and cost effective manner to operating agencies. In order to ensure the legal defensibility of selection procedures, the Division engages in various test validation strategies to construct, administer, and score open competitive and promotional examinations used to rank eligible employment candidates on certification lists. During the fiscal year, the Division was responsible for the following:



- developing 221 new selection devices, including 24 new written examination;
- reviewing 76,652 applications for eligibility, an increase of 3.4% from the 2005-2006 fiscal year;
- placing 30,963 eligibles on lists available to appointing authorities, a slight increase from the 2005-2006 fiscal year;
- establishing or updating 2,139 certificates of eligible applicant lists to State agencies, an increase of 6% from the 2005-2006 fiscal year;
- administering assembled examinations to 16,073 applicants.

## *State of Alabama Personnel Department*

The Examinations and Recruitment Division operated 14 written examination centers throughout the State, including sites in Birmingham, Decatur, Dothan, Florence, Huntsville, Jacksonville, Mobile, and Montgomery. Each test center received an unannounced site visit at least once during the year by an analyst to observe operations and ensure standard practices and security procedures were in place.

The Division was also involved in the development and administration of several assessment center examinations given in response to the requirements of various departments. The Trooper Major, Departmental Personnel Manager I, Accounting Director I, Environmental Engineer III, Public Information Manager, Youth Services Assistant Administrator, Area Services Field Supervisor, and Correctional Institutional Coordinator were among the classifications for which assessment center examinations were used for candidate evaluation.

Because of our commitment to assist Department of Public Safety in meeting its hiring needs, the Division maintained the announcement of Trooper on a continuous recruitment basis to ensure sufficient numbers of qualified candidates are available. The Division developed a new exam for Trooper and administered it every two months during statewide Saturday testing and twice a month during on-site weekday testing. This plan replaced a schedule of testing every nine months.

The Division in conjunction with the Information Systems Division continued an ongoing project to develop a web-based application for employment with the State of Alabama. The objective of the project is to allow applicants to submit electronically a State of Alabama Employment Application to apply for advertised vacancies. The second phase of the project will allow on-line review of applications by an analyst. The final phase of the project will include on-line review and downloading of Lists of Eligibles by appointing authorities.

The Division maintained its outreach recruitment program designed to attract qualified applicants to State service and to provide useful information to job seekers. One part of this program included providing specific information about job vacancies and examination dates to State employees and the public. This was accomplished by publishing and distributing examination announcement notices to the personnel divisions of State agencies, local employment service offices, career development offices of colleges and universities, governmental offices, and other selected public places.

A second part of the recruitment program consisted of maintaining a computerized notification database of interested job seekers. Potential applicants who are interested in a particular job may have their names placed on a mailing list for that job. Individuals on this list are notified by mail when the particular job in which they have expressed an interest is opened for applications.

In addition to providing information on current job openings, the Division continued to publish an Employment Guide and a Continuous Recruitment Guide on an annual basis. The Employment Guide contains a selected listing of predominantly entry level jobs in the State Merit System. The Continuous Recruitment Guide contains a listing of jobs that are open for an extended period of time. In an effort to further recruitment opportunities, an application form, all current and continuous examination announcements, the Employment Guide, and other information useful to job seekers are posted on the Department's Internet website

## *State of Alabama Personnel Department*

([www.personnel.state.al.us](http://www.personnel.state.al.us)). With a collaborative effort from other divisions, the Department's website was updated offering more information to applicants and current State employees concerning the announcement and examination process. An on-line Career Guide was also added so that individuals could review specific jobs in the Merit System for which they are interested.

The Division also continued to provide employment counseling services to interested individuals. A personnel analyst, assisted by other professional staff, schedules individual consultations, reviews resumes, conducts job matches, and answers questions from callers about employment opportunities as well as application and testing procedures. Analysts also participate in recruitment sessions at colleges and universities and make presentations to special groups.

During the fiscal year, twenty-three recruitment visits were made to colleges and universities including Faulkner University, Troy University in Troy and Montgomery, the University of South Alabama, the University of Alabama in Birmingham, Alabama A&M University, Oakwood College, Athens State University, the University of North Alabama, the University of Alabama in Huntsville, Jacksonville State University, the University of West Alabama, Samford College, Wallace State Community College, Stillman College, Miles College, Alabama State University, Trenholm State Technical College, Talladega College, and Tuskegee University. At these sessions, participants were provided information on the application process as well as encouraged to submit state applications for various positions of interest. In addition, on-site interview sessions were conducted by the recruiter to discuss job opportunities related to the student's educational background and to receive information on the State of Alabama Merit System application and hiring process.

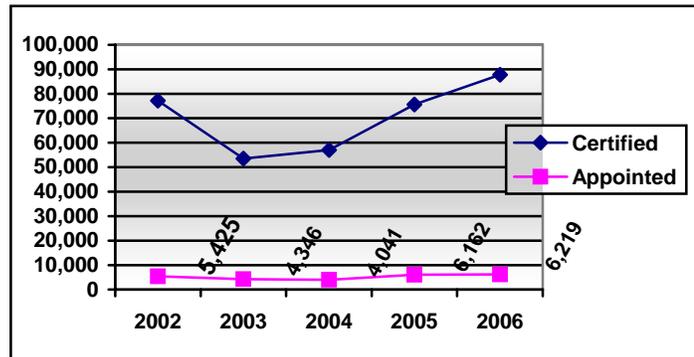
The Division continued to issue quarterly reports of hiring activities to Alabama colleges and universities. These reports show the highest education level and the job classifications of graduates who have been hired into permanent merit system positions for the first time. The information provides feedback to educational institutions about their graduates and is helpful to the State Personnel Department for recruitment tracking purposes.

The Examinations Division has made a strong commitment to remain abreast of current trends in assessment development and administration. Through participation in national conferences and workshops, staff members are introduced to state-of-the-art information on the latest trends, techniques and computer-based technologies for developing, using, and applying assessment methods. In addition, professional staff members are exposed to legal and regulatory developments affecting use of assessment methods as well as presented with opportunities for interaction with other assessment professionals for exchange of information. During the fiscal year, staff members attended the annual conferences sponsored by SIOP (Society for Industrial/Organizational-Psychologists) and IPMAAC (International Personnel Management Association Assessment Council). The SIOP conference was held in Dallas, Texas in May, 2006 while the IPMAAC conference was held in Las Vegas, Nevada in June, 2006. Professional education and growth was also promoted through other workshops and professional development activities focusing on innovative assessment techniques.

## State of Alabama Personnel Department

### Certification Process

After classifications are established by the Board, positions are approved and examinations are administered and scored, the results are furnished to the Certification Section. These test results are translated into lists of candidates called registers. It is the responsibility of this unit to issue, upon request, a "Certification of Candidates" which is a list of available qualified applicants on the register. The Certification Section manages the process of issuing certifications and monitoring and enforcing employment rules set down by federal court orders and state and federal laws. The Section issues certifications with the names of candidates to fill open competitive as well as promotional merit system positions. During the fiscal year, the Section issued certifications containing the names of 87,755 applicants to operating agencies for employment consideration. This figure represents a 16% increase over the previous fiscal year. During the 2005-2006 Fiscal Year 6,219 appointments were made to fill positions within the State Merit System. This figure represents a slight increase over the 2005-2006 Fiscal Year.



A major project that expanded during this fiscal year was the scanning of applications of individuals on the registers maintained by the Section. Procedurally, staff members are required to pull applications, manually copy, and return the originals to the file room. There is a great deal of redundancy in copying highly used registers. Using imaging technology and software, the applications of individuals on these registers were placed into a database system where when a certification request was submitted, applications are printed from the imaged files without having to pull, copy, and file the original applications. This change increased productivity within the section and accelerated information availability and delivery. At the end of this fiscal year, 18 registers had been scanned. When the project is completed, all registers will be included in the database.

**Compliance with legal requirements:** As part of the appointment process, the Certification Section ensures compliance with the following legal requirements:

- (a) Code of Alabama 1975, Title 36, Chapter 26, Section 16 allows for preference to be given to disabled persons in the certification process under certain circumstances.
- (b) Code of Alabama 1975, Title 36, Chapter 26, Section 17 as amended by the Legislature of Alabama allows certification of the ten top ranking eligibles for appointment consideration.
- (c) Code of Alabama 1975, Title 36, Chapter 26, Section 81 provides for local certification to county departments of Public Health.
- (d) Code of Alabama 1975, Title 38, Chapter 2, Section 8 provides for local certification to county departments of Human Resources.

## *State of Alabama Personnel Department*

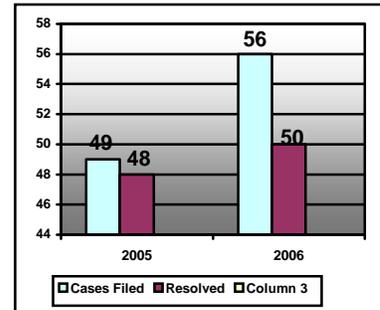
**Compliance with U.S. vs. Personnel Director:** Provisions mandated by the Federal Court Order, U. S. vs. Director of the Alabama State Personnel Department et al., Civil Action No. 2709-N (originally known as U. S. vs. Frazer), require that:

- (a) No certification shall be canceled or returned with vacancies remaining unfilled unless each African American applicant is appointed or is found to be unavailable or unqualified.
- (b) In every instance of a certification containing the name of one or more African American applicants, the department or agency receiving the certification shall advise each African American applicant in writing as to the fact that his or her name appears on a Certification of Eligibles and as to the position, the agency, the location, his or her rank on the certification, the number of persons certified, and the number of vacancies to be filled, and a copy of such notification by the department or agency shall be sent to the Personnel Department.
- (c) No African American applicants for positions other than custodial, domestic, laborer, or laboratory aide can have their name removed from the active register of Eligibles unless they have declined the position in writing, failed to reply to their notification of certification within ten days from the date the notification was sent, confirmed to be deceased, their notice of certification is returned for wrong address and that address is confirmed to be the address given on the application, or the Personnel Department, in writing, advises the African American applicant that his name will be removed ten days from the date of the letter and gives the reason(s) for the proposed removal.
- (d) In order to protect against names being removed from the active register because of errors in postal delivery, when an African American applicant's name is removed from an active register of eligibles for failure to reply or for "wrong address" the applicant shall be notified by the Personnel Department of the action taken. The notification shall advise the applicant that his name will be placed back on the active register upon receipt by the Personnel Department of:
  - (1) the applicant's statement that he is or will be available for employment, and
  - (2) confirmation of the applicant's address.

# State of Alabama Personnel Department

## Administration

**Employee Appeals:** During the 2005-2006 Fiscal Year, 56 former employees filed new appeals with the State Personnel Board. The State Personnel Board resolved 50 cases through hearings, settlement, motions or other dispositive authority. The Board continued the hearing officer program with the utilization of services of administrative law judges in an effort to expeditiously resolve an employee's job status. The Department of Mental Health remains seriously strained in terms of the availability of employees such as doctors and mental health workers. Thus by holding all Department of Mental Health hearings at their respective facilities throughout the state, operations in that particular affected agency continued with minimal interruptions while the hearings were conducted.



**Leave Donation:** The State's leave donation program continued to allow employees to give leave to fellow State workers who, because of catastrophic illness or injury, would otherwise be forced to take leave without pay or terminate State employment. It also supported employees who have exhausted all their accrued leave and who must care for an immediate family member with a catastrophic illness or injury, as well as those employees disabled due to pregnancy.

During this fiscal year 115,249 hours were donated, an increase of 20.8% over last year's donations and the largest amount given during any fiscal year. This averaged 5.8 weeks per employee receiving donated leave. A total of 495 employees benefited from the program.

**Training:** During Fiscal Year 2005-2006, the Training Division focused on providing educational opportunities for all State employees to attend seminars such as Performance Appraisal, Employment Law, Progressive Discipline, Interview & Selection, Family and Medical Leave Act, Prevention of Sexual Harassment, and Government Orientation and Benefits. The division also developed two new supervisory classes entitled Coaching for Performance and Managerial Leadership Styles for Today's Workplace. In all, over 4,077 employees participated in the approximately 60 seminars offered throughout the State. The location-specific site training allowed departments to save money by reducing the cost of per diem thereby allowing more employees to participate in the training process. Additionally, a Workforce Planning Conference for State agency directors and personnel staff was held in August with 167 attendees. Finally, the Division organized and planned two clerical conferences held in December 2005 in Orange Beach and September 2006 in Muscle Shoals for a total of 622 employees.

**Information Systems:** During the past fiscal year, the Information Systems Division continued work toward converting many of the Department's processes from mainframe technology to Internet/Intranet functionality.

To this end, the Department's website was completely rewritten with web-based programming to allow these new programs, such as an on-line application, to be integrated into it as they are developed. In addition to a new, more user friendly look, this provided the

## *State of Alabama Personnel Department*

ability for applicants to check their standings on employment registers instantly. New production internet and SQL servers were purchased to support the transition. Training needs of the IS programming staff were identified and courses scheduled in XHTML/HTML and SQL to prepare all of the staff for the conversion to .NET oriented programs.

A web-based version of the pay plan accessible through the web site was launched this fiscal year, as was a Classification and Pay intranet site. The IS staff hosted and maintained the Southeastern Salary Survey website for 2006.

Work began on an Announcement List Server to allow the mailing lists for examination announcements to be automated for both requests and for the emailing of the announcements to applicants and agencies requesting them. A comprehensive Training database to maintain data on classes and attendance neared completion.

Wireless accessibility became available on an as-needed basis. Additionally, Windows Server Update Services was implemented to allow all networked PC's to have updates installed automatically.

Also during this fiscal year, a massive amount of conversion work was accomplished to convert all existing programs from a biweekly pay system to the semi-monthly system mandated by the legislature.

### **Transportation Group**

During this fiscal year, the Transportation Group continued to work with the Alabama Department of Transportation (ALDOT) toward compliance with the March 1994 *Reynolds* Consent Decree I. *Reynolds* is a class action lawsuit comprised of black employees who allege *inter alia* that minorities were discriminated against by ALDOT. *Reynolds* further alleged that the exams, scoring methods, and ranking procedures established by the State Personnel Department have a disparate impact on minorities in both hiring and promotion. White employees at ALDOT were granted intervention status in *Reynolds* to ensure their rights were protected.

The Transportation Group worked diligently this year reporting and responding to the various consultants and attorneys involved in the litigation. While this resulted in the commitment of a tremendous amount of time and resources to the production of documents, depositions, and testimony in various hearings, it resulted in the completion of all four of the major projects assigned the State Personnel Department under the 1994 *Reynolds* Consent Decree I.

This allowed the Group to focus on providing more normal operating services to ALDOT. At the beginning of the fiscal year, ALDOT could use all of the classification allocated to their department. This included 118 "Non-Project Classes" and 28 "Project Classes." During this year, the State Personnel Board approved two new job classifications and several other class specifications were revised. A number of position reviews were conducted by the Transportation Group that resulted in the establishment of 273 new positions, the changing of options for 10 positions, the reallocation of 37 positions to a higher classification, and the reallocation of 22

## *State of Alabama Personnel Department*

positions to a lower classification. Approximately 273 positions were abolished after determining they were no longer needed.

The Transportation Group had 35 classes used by ALDOT on continuous recruitment during this fiscal year. The development of 10 new exams and establishment of registers for them was completed. Additionally, 23 registers were updated for ALDOT's use.

During the fiscal year, 756 certifications with the names of candidates to fill merit system positions were issued to ALDOT for employment consideration and 672 certifications were completed and returned for processing. These activities have resulted in 593 new employee hires at ALDOT within the last year.

The Transportation Group continued to respond in a proactive way toward implementing the requirements of the *Reynolds* consent decree. The work on scheduling and administering exams, establishing and updating registers, planning for the future development and administration of exams for ALDOT, and the work with various consultants and attorneys on special projects resulted in favorable rulings from the Federal court on the March 1994 *Reynolds* Consent Decree I. With the work completed during this fiscal year, the Federal court found that the State Personnel Department is in compliance with several Articles of the Decree and that several other Articles have expired.

*State of Alabama Personnel Department*

**FINANCIAL REPORT  
2005-2006**

**APPROPRIATIONS**

State Agency Collections	\$5,502,760	
State Agency Collections (Team Contracts)	1,715,387	
Miscellaneous Receipts	1,670	
Unencumbered Funds Brought Forward	146,254	
	=====	
<b>TOTAL FUNDS AVAILABLE</b>		<b>\$7,366,071</b>

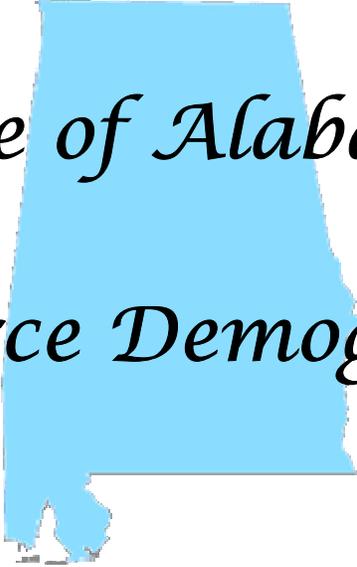
---

**EXPENDITURES**

Personnel Costs	\$4,448,071	
Employee Benefits	1,283,769	
Travel, In-State	15,936	
Travel, Out-of-State	16,697	
Repairs and Maintenance	43,951	
Rentals and Leases	339,531	
Utilities and Communications	162,960	
Professional Services	251,628	
Supplies, Materials, and Operating Expenses	279,437	
Transportation Equipment Operations	1,599	
Transportation Equipment Purchases	0	
Other Equipment Purchases	69,599	
Encumbrances (13th Accounting Period)	355,253	
	=====	
		<b>\$7,268,431</b>

---

Unencumbered Balance	\$97,640
----------------------	----------



*State of Alabama*

*Workforce Demographics*



## **Types of Employment Defined**

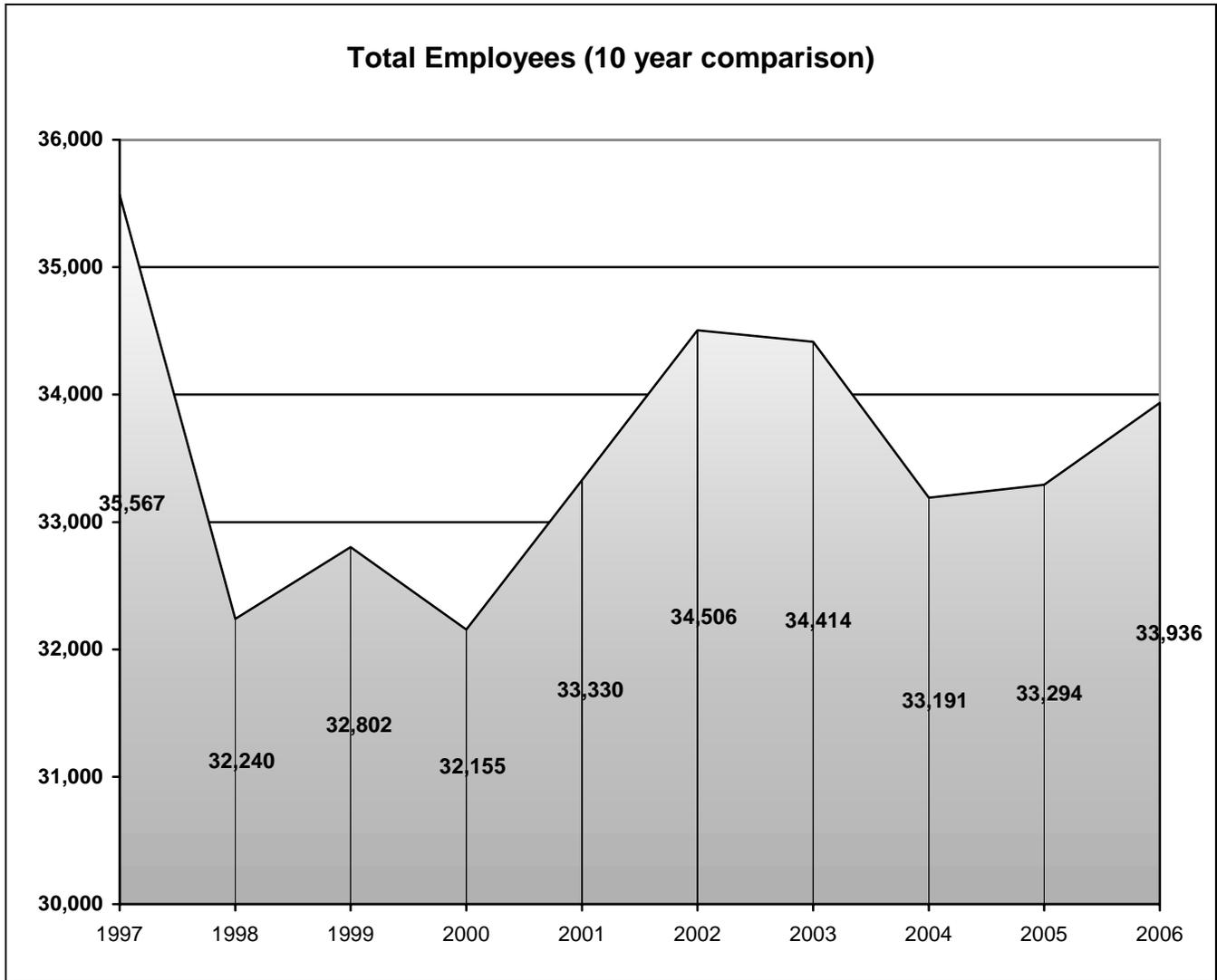
**Classified:** These employees are also referred to as Merit System employees because they are governed and afforded certain protections by the rules and regulations of the Merit System Law. Positions in the classified service are filled through the competitive process administered by the State Personnel 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 keeps 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.

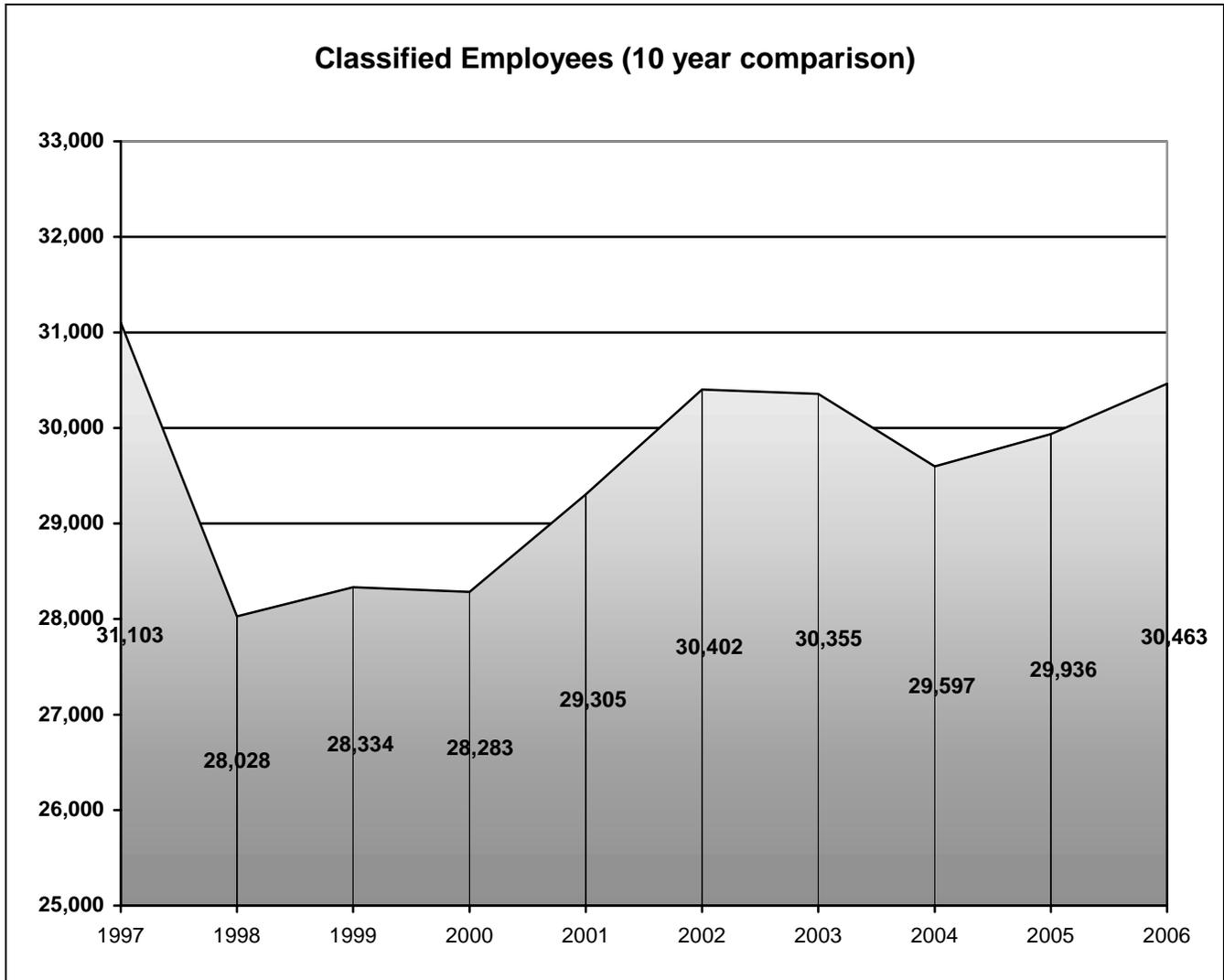
**Unclassified:** The law provides for one confidential assistant or secretary for each elected officer, one for each department head appointed by the Governor, one such confidential employee for each board and each commission, and the employees in the Governor's office who are not exempt. Employees 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 their employment be terminated.

*State of Alabama Workforce Demographics*



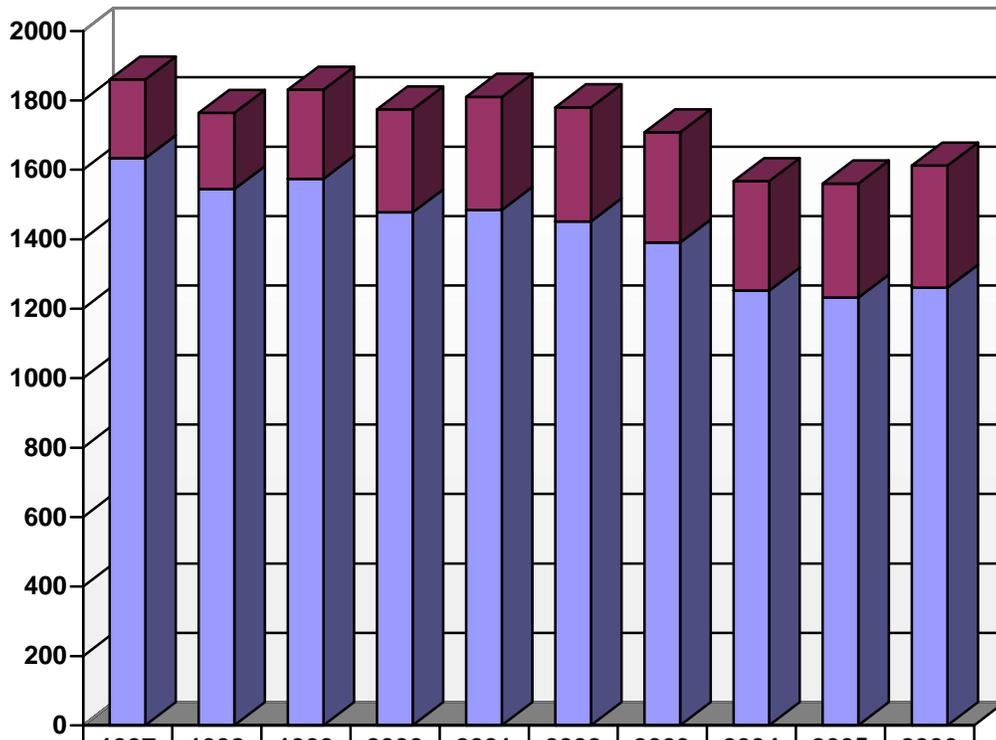
*State of Alabama Workforce Demographics*



**NOTE:** This chart excludes unskilled, unclassified, and exempt employees.

*State of Alabama Workforce Demographics*

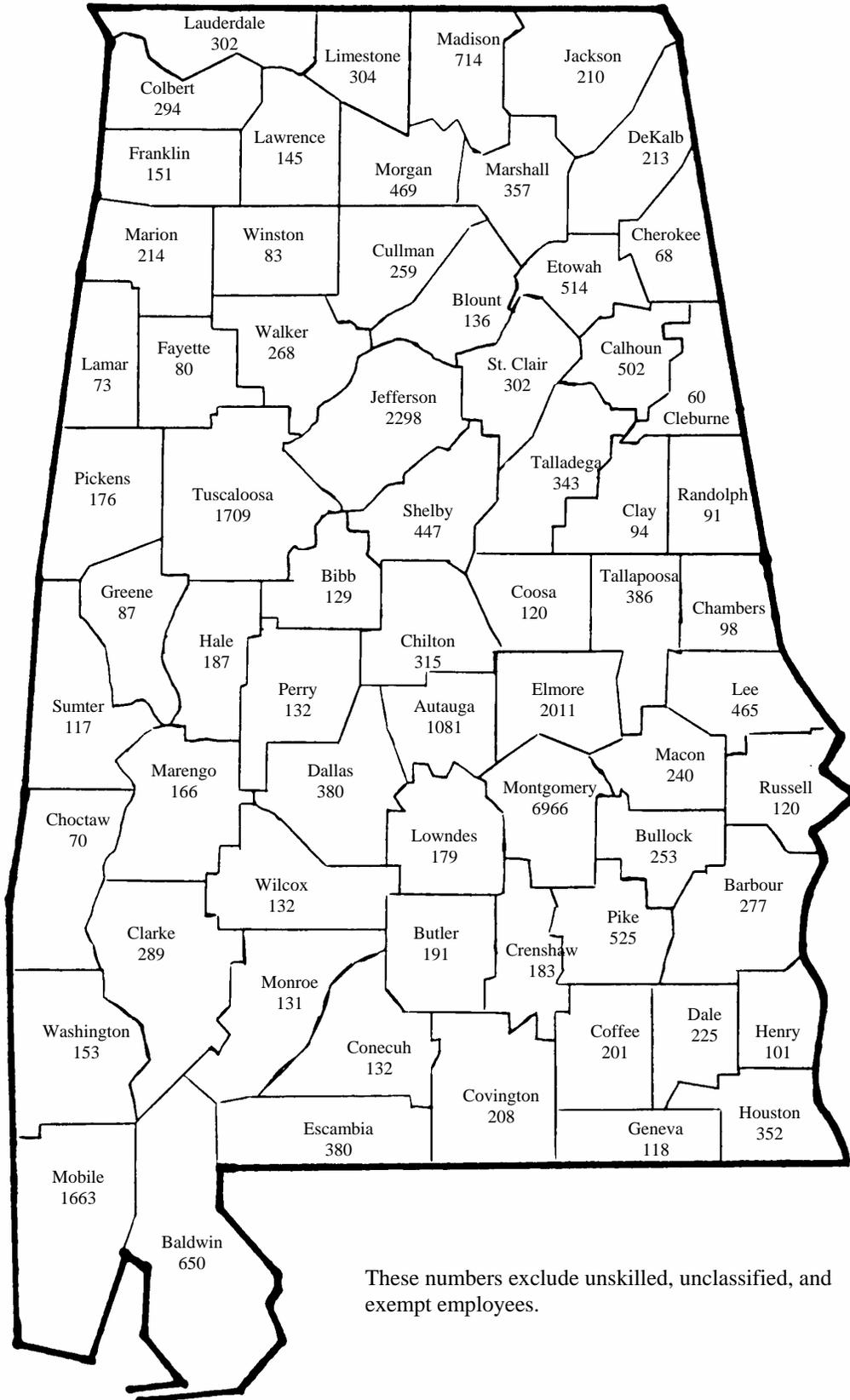
**Exempt & Unclassified Employees**



	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006
■ Unclassified	227	220	257	297	326	329	318	315	328	352
■ Exempt	1633	1544	1574	1477	1484	1451	1390	1252	1232	1260

# State of Alabama Workforce Demographics

## State Workforce by County of Residence



These numbers exclude unskilled, unclassified, and exempt employees.

## *State of Alabama Workforce Demographics*

### **Distribution of Total Employees by Department**

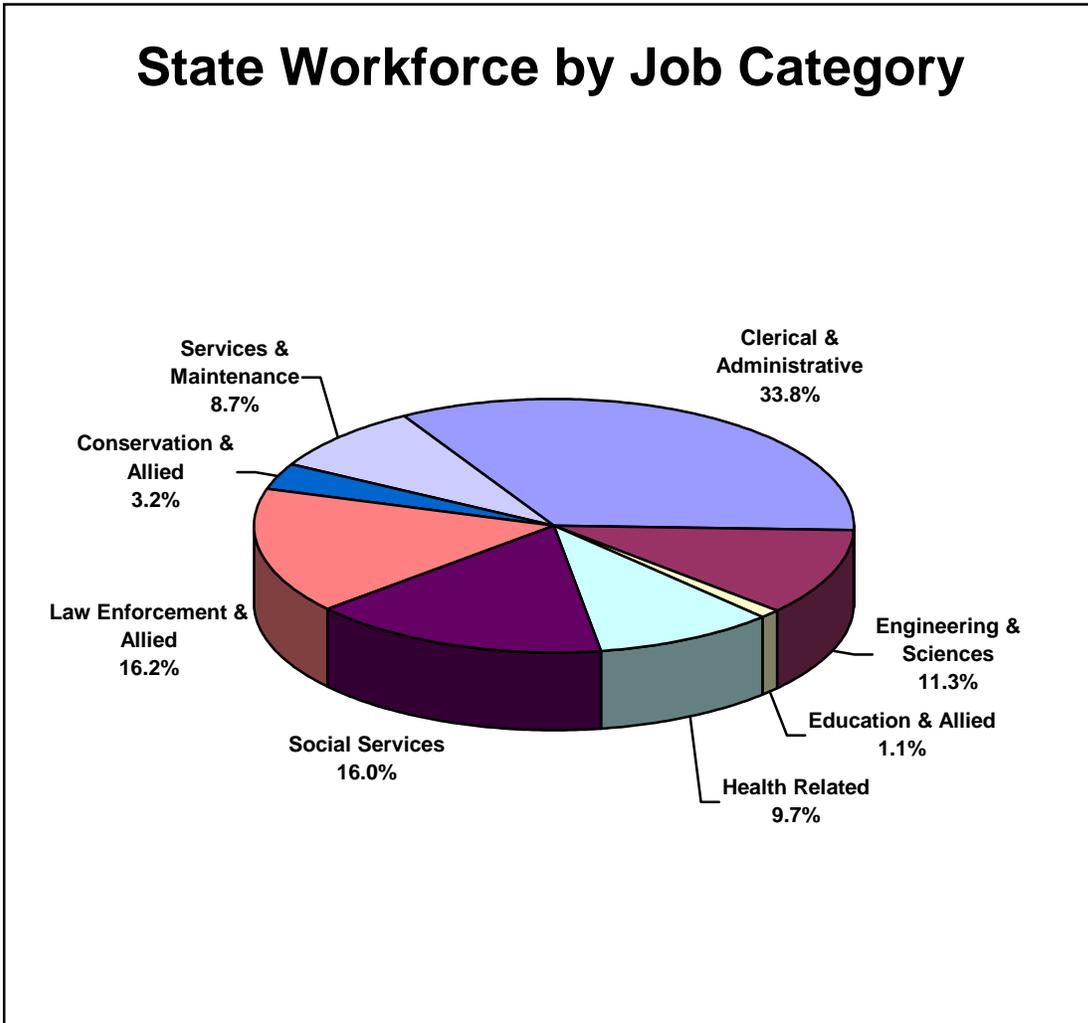
<b>DEPARTMENT</b>	<b>2002</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>
Accountancy Board	5				
Ag & Conservation Develop Comm	1	1	1	1	1
Agricultural Museum Board	2	2	1	1	1
Agriculture & Industries	576	635	543	635	550
Agriculture Center Board	61	61	59	35	34
Alcoholic Beverage Control Board	760	746	753	778	851
Architects Registration Board	2	2	2	2	2
Archives and History	47	45	37	38	40
Assisted Living Administrators Examiners Board	1	1		1	
Attorney General	172	180	173	174	174
Auditor	16	14	11	10	10
Banking	88	100	105	97	94
Building Commission	22	20	18	17	17
Children's Affairs	15	16	11	11	11
Children's Trust Fund	18	20	16	17	17
Chiropractic Examiners Board	2	2	2	3	3
Choctawhatchee, Pea & Yellow Rivers Watershed	2	2	2	3	3
Conservation & Natural Resources	1,531	1,481	1,394	1,295	1,365
Corrections	3,641	3,664	3,660	3,645	3,622
Cosmetology Board	19	20	23	26	26
Council on the Arts	17	17	16	17	17
Counseling Examiners Board	1	1	1	1	1
Credit Union Administration	8	7	6	6	10
Crime Victims Compensation Commission	29	30	27	26	27
Criminal Justice Information Center	53	49	49	50	56
Development Office	38	40	33	31	30
Dietetics/Nutrition Practice Examiners	1	2	1	2	1
Economic & Community Affairs	229	225	227	216	217
Education	754	731	756	775	786
Educational Television Commission	54	54	55	47	46
Electrical Contractors Board			1	1	1
Emergency Management Agency	41	65	64	89	96
Environmental Management	518	558	557	591	593
Ethics Commission	13	13	11	11	12
Examiners of Public Accounts	237	228	186	197	224
Farmers' Market Authority	5	6	5	5	5
Finance	523	498	484	476	498
Forensic Sciences	165	175	191	195	197
Foresters Registration Board	1	1	1	1	1
Forestry Commission	368	357	327	333	341
Funeral Services Board	3	3	3	3	3
General Contractors Licensing Board	13	14	19	18	19
Geological Survey	50	44	36	36	35
Governor	85	76	69	66	82
Health Planning & Development	9	9	8	9	9
Heating & A/C Contractors Board	8	9	8	9	8
Historical Commission	115	119	109	66	62
Home Builders Licensure Board	16	16	17	18	18
Homeland Security Office			13	13	14
Human Resources	4,375	4,326	4,244	4,356	4,409
Indian Affairs Commission	4	3	3	3	3

## State of Alabama Workforce Demographics

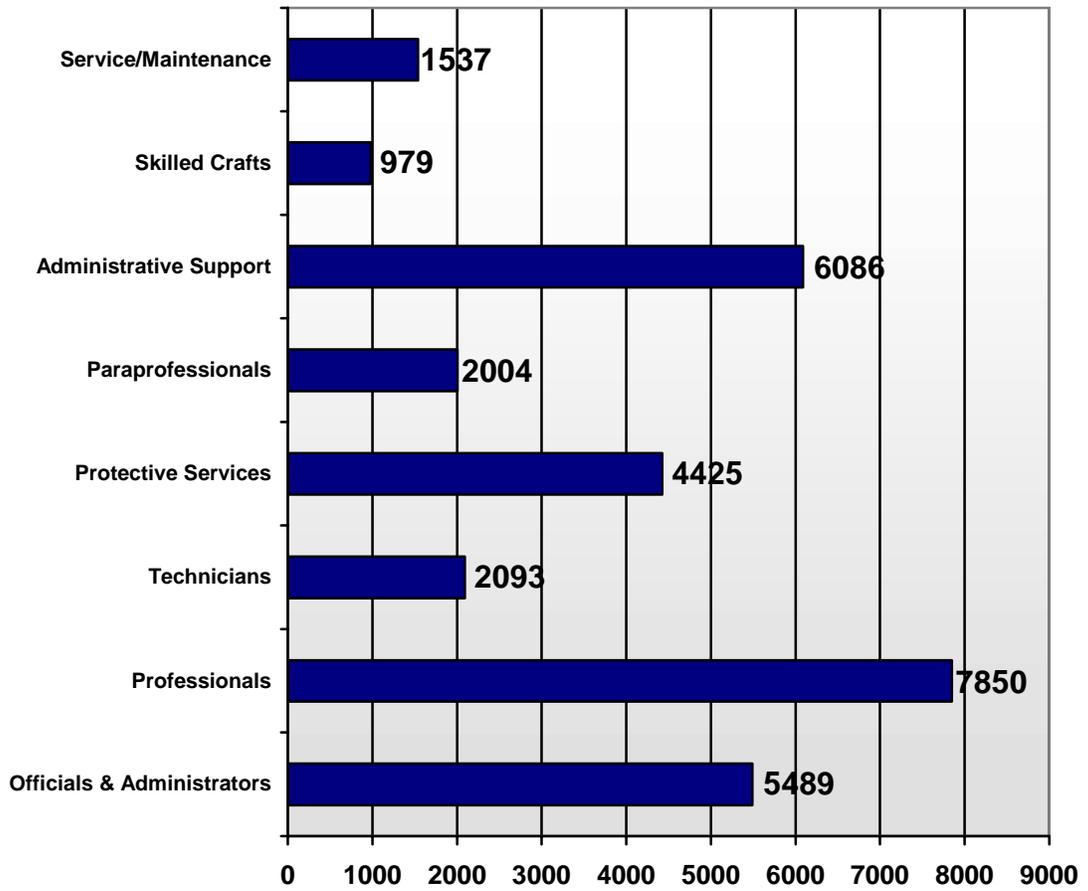
DEPARTMENT	2002	2003	2004	2005	2006
Industrial Relations	1,554	1,300	1,231	1,109	1,008
Insurance	139	149	137	131	137
Judicial Inquiry Commission	3	3	3	3	3
Labor	8	9	8	11	13
Liquefied Petroleum Gas Board	7	9	7	8	9
Manufactured Housing Commission	32	29	30	30	30
Medicaid Agency	583	651	662	655	666
Mental Health & Retardation	3,794	3,445	2,830	2,738	2,729
Military	236	228	195	195	199
Nursing Board	40	37	37	44	46
Nursing Home Admin Exam Board	1	1	1	1	1
Occupational Therapy Board	1	1	1	1	1
Oil & Gas Board	38	35	36	39	44
Onsite Wastewater Board	3	5	5	5	4
Pardons and Paroles	393	422	551	589	645
Peace Officers Standards & Training Comm	4	4	5	6	8
Peace Officers Annuity & Benefit Fund	4	4	4	3	4
Personnel	94	97	95	95	95
Physical Fitness Commission	2	3	3	3	3
Physical Therapy Board	2	2	2	2	2
Plumbers & Gas Fitters Exam Board	18	16	16	17	18
Polygraph Examiners				1	1
Professional Engineers Regist Board	7	7	7	5	7
Public Education Employees Health Insurance Bd	15	16	15	21	27
Public Health	3,820	3,862	3,590	3,634	3,898
Public Library Service	52	51	39	45	45
Public Safety	1,246	1,300	1,271	1,270	1,380
Public Service Commission	125	121	120	118	117
Real Estate Appraisers Board	10	9	7	6	7
Real Estate Commission	25	24	28	31	36
Rehabilitation Services	811	835	819	812	815
Retirement Systems	235	238	240	253	257
Revenue	1,261	1,311	1,337	1,264	1,266
Secretary of State	51	55	39	34	34
Securities Commission	34	36	38	41	39
Senior Services	32	28	28	37	41
Social Work Examiners Board	2	2	3	3	3
Soil & Water Conservation Commission	3	4	2	2	4
Speech Pathology & Audiology Exam Board	1	1	1	2	2
State Docks/Port Authority	119	119	142	150	165
State Employees' Insurance Board	34	35	36	48	57
Surface Mining Commission	26	26	26	24	27
Tourism & Travel	64	65	64	62	67
Transportation	4,068	4,329	4,369	4,504	4,551
Treasurer	62	61	54	51	50
Veterinary Medical Examiners Board	2	2	2	3	3
Veterans Affairs	58	57	56	52	54
Voter Registration	6				
Youth Services	667	682	661	680	676
<b>Totals</b>	<b>34,506</b>	<b>34,414</b>	<b>33,191</b>	<b>33,294</b>	<b>33,936</b>

### Employees by Categories

The State employs a workforce covering all Equal Employment Opportunity (EEO) categories. Classified employees work in jobs as diverse as physicians to custodial workers.



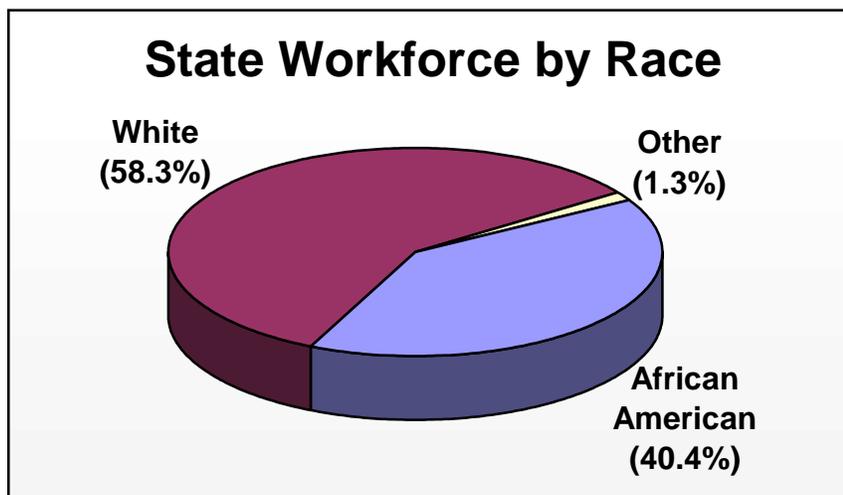
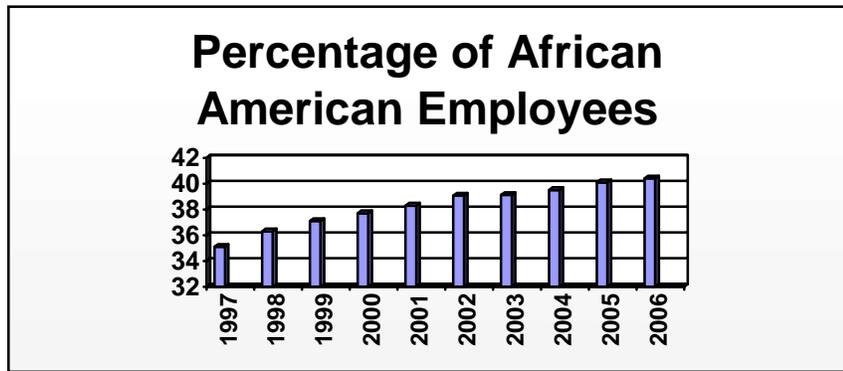
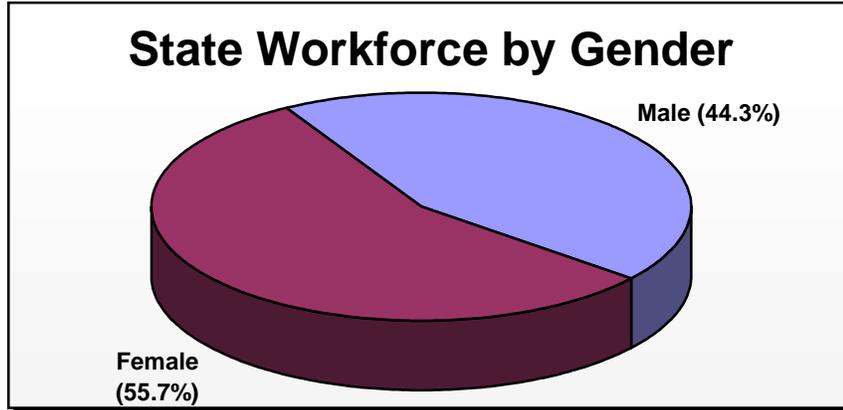
### State Workforce by EEO Category



# State of Alabama Workforce Demographics

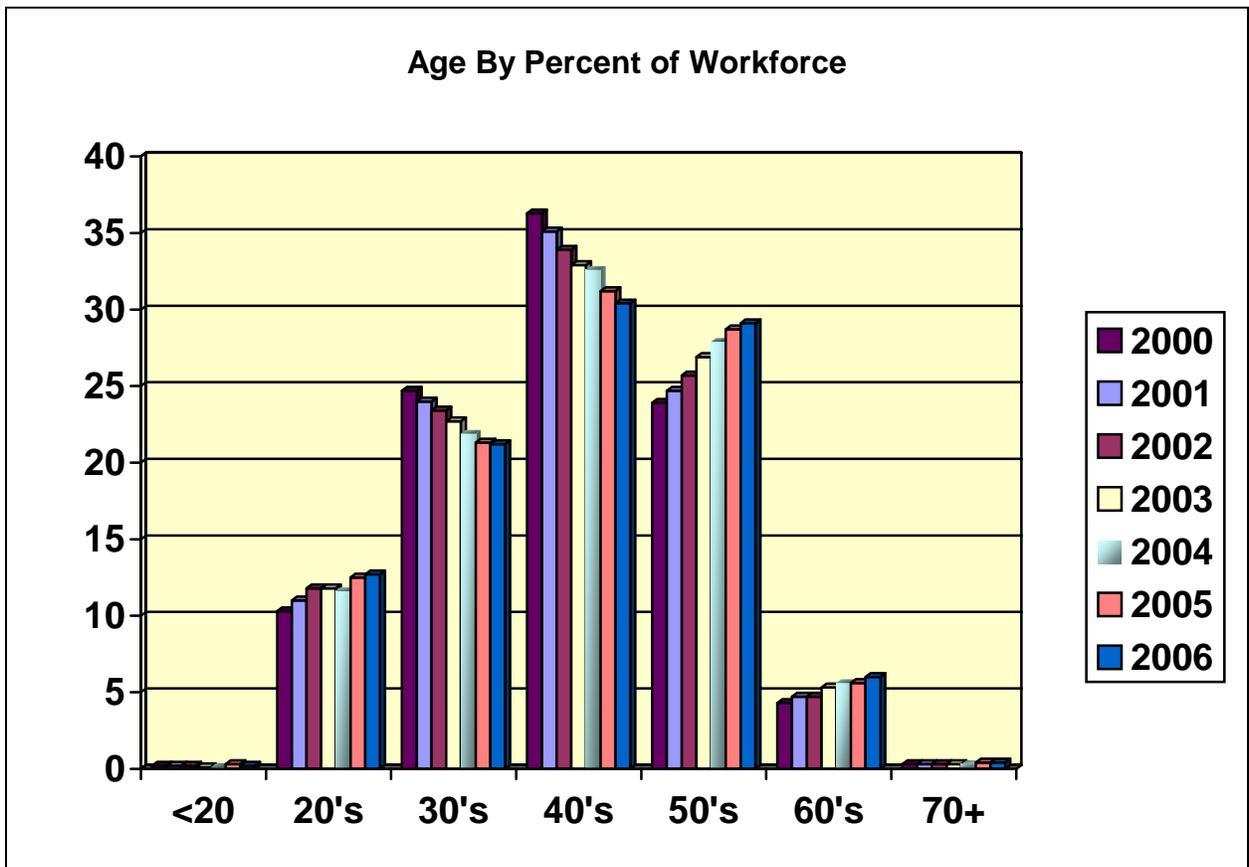
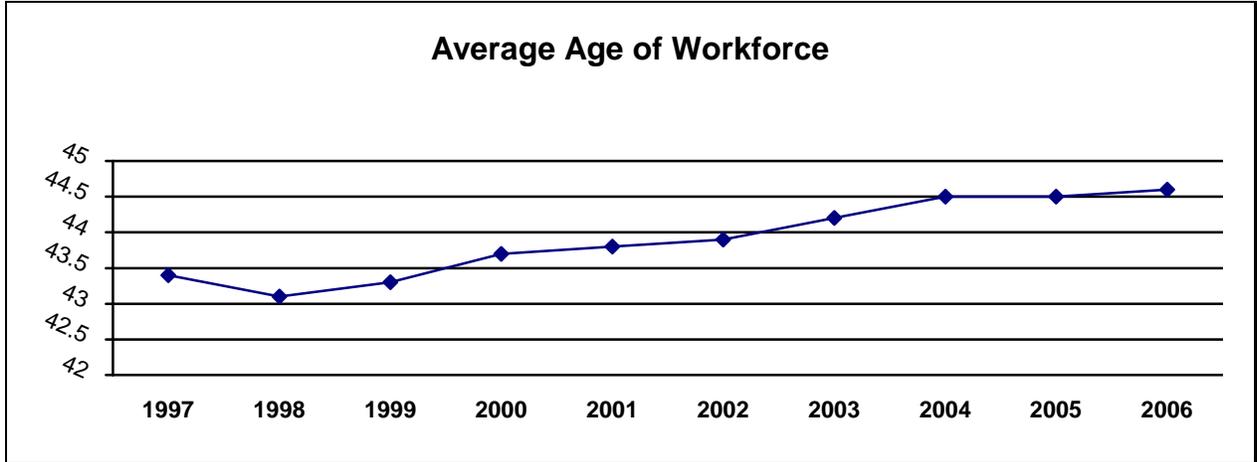
## Women and Minorities

Women in State government numbered 16,963 as of September 2006. African American representation continued its steady increase from 15.6% in 1976 to 40.4% where it now stands. Note: The figures below reflect all classified employees.



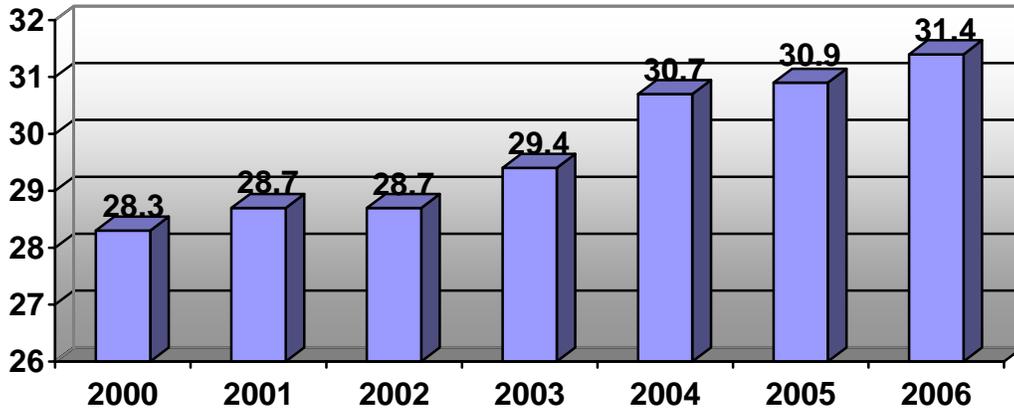
# State of Alabama Workforce Demographics

## Employee Age Demographics

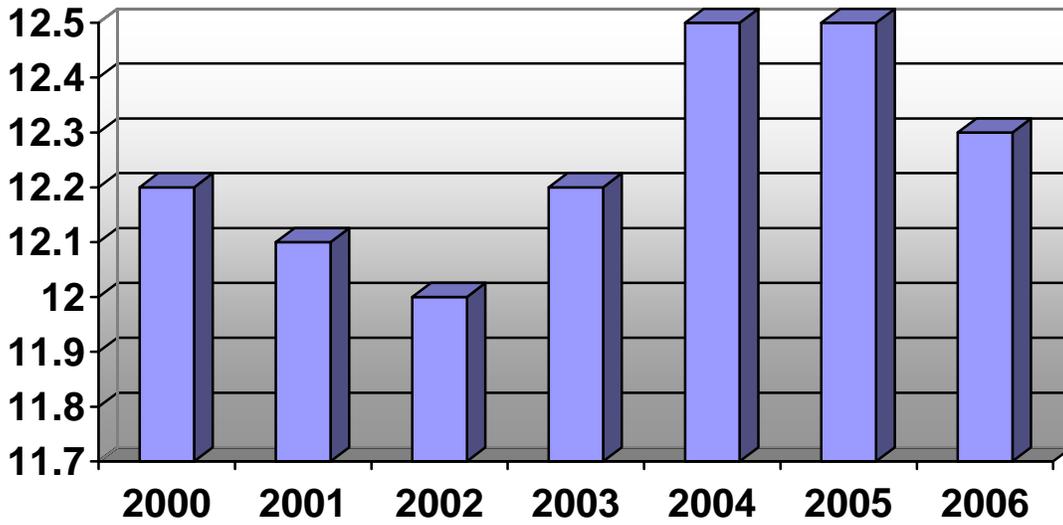


*State of Alabama Workforce Demographics*

**Percent Employees Eligible To Retire Within 5 Years**



**Average Years Service**



*State of Alabama Workforce Demographics*

**Distribution of Employees by Type of Appointment**

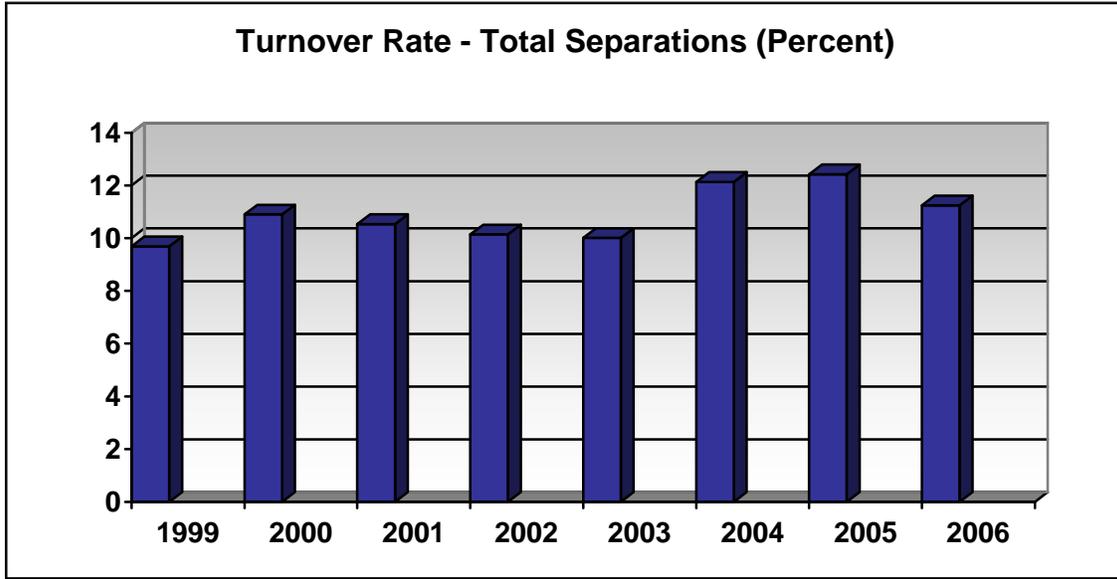
<b>DEPARTMENT</b>	<b>Exempt</b>	<b>Unclassified</b>	<b>Classified</b>	<b>Unskilled</b>	<b>Total</b>
Ag & Conservation Development Comm		1			1
Agricultural Museum Board			1		1
Agriculture & Industries	1	10	392	147	550
Agriculture Center Board			8	26	34
Alcoholic Beverage Control Board	1	1	848	1	851
Architects Registration Board		1	1		2
Archives and History		1	39		40
Attorney General	1	32	140	1	174
Auditor	1	2	7		10
Banking	1	1	92		94
Building Commission		1	16		17
Children's Affairs	1	3	7		11
Children's Trust Fund	1	1	15		17
Chiropractic Examiners Board		1	2		3
Choctawhatchee, Pea & Yellow Rivers Watershed		1	2		3
Conservation & Natural Resources	1	1	741	622	1,365
Corrections	4	16	3,602		3,622
Cosmetology Board		1	24	1	26
Council on the Arts		2	15		17
Counseling Examiners Board		1			1
Credit Union Administration	1		9		10
Crime Victims Compensation Commission		1	26		27
Criminal Justice Information Center		1	53	2	56
Development Office	1	5	24		30
Dietetics/Nutrition Practice Examiners		1			1
Economic & Community Affairs	1	1	214	1	217
Education	20	1	763	2	786
Educational Television Commission	1	1	44		46
Electrical Contractors Board		1			1
Emergency Management Agency		1	93	2	96
Environmental Management	1	2	588	2	593
Ethics Commission	1	1	10		12
Examiners of Public Accounts	1	1	221	1	224
Farmers' Market Authority	1		4		5
Finance	1	3	446	48	498
Forensic Sciences	1		191	5	197
Foresters Registration Board		1			1
Forestry Commission	1	1	318	21	341
Funeral Services Board	3				3
General Contractors Licensing Board		1	18		19
Geological Survey	1	1	33		35
Governor	2	80			82
Health Planning & Development		1	8		9
Heating & AC Contractors Board		1	6	1	8
Historical Commission		2	52	8	62
Home Builders Licensure Board		2	16		18
Homeland Security Office	4	2	8		14
Human Resources	1	2	4,394	12	4,409

*State of Alabama Workforce Demographics*

DEPARTMENT	Exempt	Unclassified	Classified	Unskilled	Total
Indian Affairs Commission		1	2		3
Industrial Relations	1	2	983	22	1,008
Insurance	2	1	133	1	137
Judicial Inquiry Commission		2	1		3
Labor	1		12		13
Liquefied Petroleum Gas Board		2	7		9
Manufactured Housing Commission		1	28	1	30
Medicaid Agency		1	663	2	666
Mental Health & Retardation	1,080	1	1,644	4	2,729
Military	1		171	27	199
Nursing Board		2	44		46
Nursing Home Admin Exam Board		1			1
Occupational Therapy Board		1			1
Oil & Gas Board	3		41		44
Onsite Wastewater Board		1	3		4
Pardons And Paroles	7	2	634	2	645
Peace Off Standards & Training Comm	1	1	6		8
Peace Officers Annuity & Benefit Fund		1	3		4
Personnel		2	93		95
Physical Fitness Commission			3		3
Physical Therapy Board		1	1		2
Plumbers & Gas Fitters Exam Board		2	15	1	18
Polygraph Examiners			1		1
Professional Engineers Regist Board		2	5		7
Public Education Employees Health Insurance Bd		7	20		27
Public Health	1	4	3,046	847	3,898
Public Library Service		2	43		45
Public Safety	8	1	1,370	1	1,380
Public Service Commission	3	10	103	1	117
Real Estate Appraisers Board		1	6		7
Real Estate Commission	1	1	34		36
Rehabilitation Services	1		812	2	815
Retirement Systems	2	88	164	3	257
Revenue	1	2	1,255	8	1,266
Secretary of State	1		32	1	34
Securities Commission		1	38		39
Senior Services	1	1	39		41
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		164		165
State Employees' Insurance Board		3	54		57
Surface Mining Commission	1		26		27
Tourism & Travel	1	1	64	1	67
Transportation	1	1	4,523	26	4,551
Treasurer	1	4	45		50
Veterinary Medical Examiners Board		1	2		3
Veterans Affairs	1	1	51	1	54
Youth Services	85	2	582	7	676
<b>Totals</b>	<b>1,260</b>	<b>352</b>	<b>30,463</b>	<b>1,861</b>	<b>33,936</b>

# State of Alabama Workforce Demographics

## Separation Rates



**Separation Data by Month**

Month	Monthly Employment	Voluntary Separations	Total Separations	Turnover Rate
<b>2005</b>				
October	31,008	314	363	1.17%
November	31,030	192	228	.73%
December	31,126	306	340	1.09%
<b>2006</b>				
January	31,067	236	273	.88%
February	31,128	200	237	.76%
March	31,242	210	257	.82%
April	31,209	303	342	1.10%
May	31,352	166	218	.70%
June	31,479	258	295	.94%
July	31,505	237	266	.84%
August	31,642	292	357	1.13%
September	31,620	296	341	1.08%
Totals		3,010	3,517	11.24%

**NOTE:** Figures on the above charts do not include part-time, temporary, unskilled, unclassified, or exempt employees (except for Mental Health Department exempt staff).



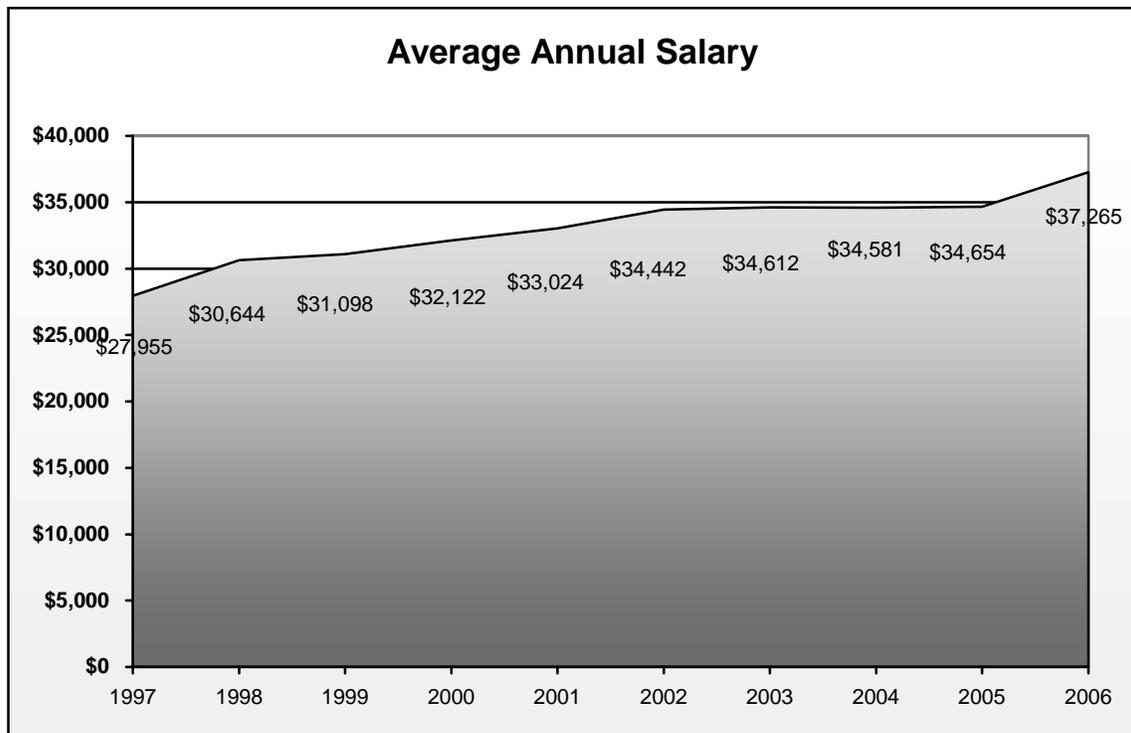
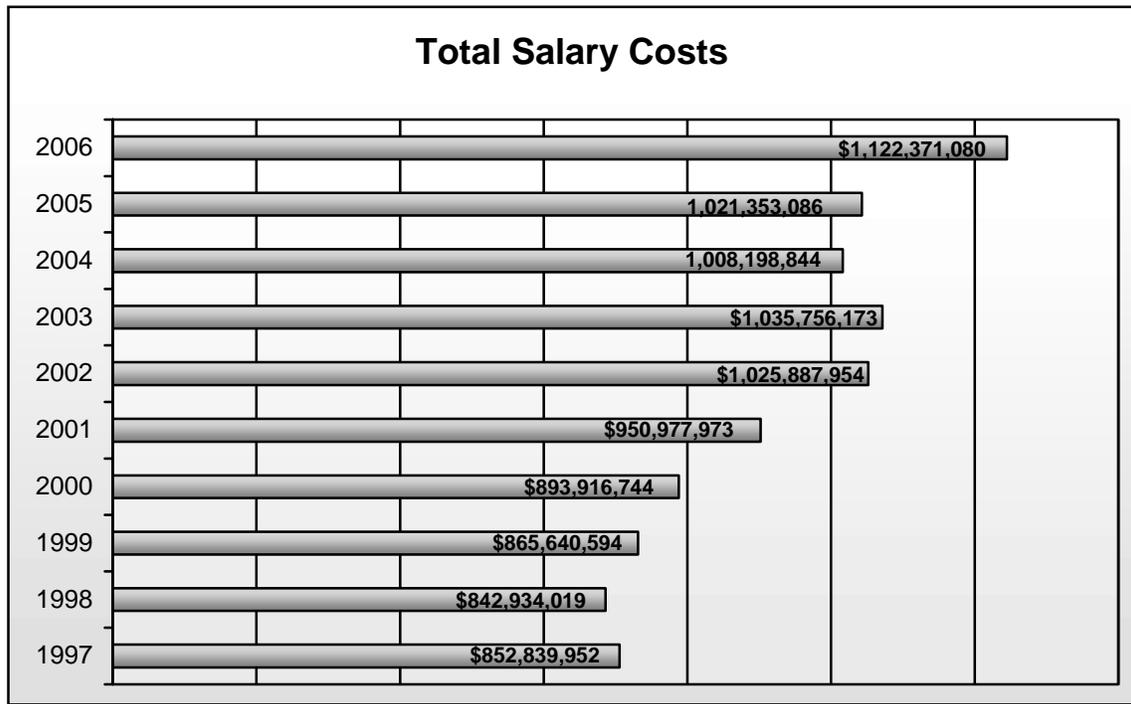


*State of Alabama*  
*Salary & Benefit Data*



# State of Alabama Salary & Benefit Data

## State Employee Salary Information



**NOTE:** Salary information above reflects the pay of full-time classified employees prior to the October 1, 2006 Cost of Living Adjustment (COLA).

## State of Alabama Salary & Benefit Data

### Workforce Distribution by Salary Range

The table below indicates the number of classified employees who are assigned to a particular salary range. Annual minimum and maximum pay rates for each range are shown in parenthesis.

Salary Range		Salary Range		Salary Range	
225 (10,712-14,040)	33	6064 (23,530-38,530)	18	7375 (33,240-55,594)	65
237 (14,373-20,821)	59	61 (23,530-35,786)	216	7376 (33,240-58,402)	1
27 (11,354-15,478)	3	62 (24,113-36,682)	164	74 (34,930-52,915)	1003
28 (13,142-15,862)	92	6264 (24,113-38,530)	26	7475 (34,930-55,594)	173
38 (15,106-20,306)	7	6266 (24,113-40,454)	47	7476 (34,930-58,402)	19
39 (15,478-20,820)	174	63 (24,720-37,577)	67	7477 (34,930-61,430)	41
40 (15,862-21,331)	10	6366 (24,720-40,454)	1192	75 (36,682-55,594)	645
41 (15,862-21,864)	160	6367 (24,720-41,443)	153	7576 (36,682-58,402)	114
42 (16,258-22,404)	26	64 (25,354-38,530)	2292	7577 (36,682-61,430)	116
4246 (16,258-24,720)	1180	6467 (25,354-41,443)	3	7578 (36,682-64,622)	215
43 (16,658-22,956)	25	6468 (25,354-42,458)	158	7579 (36,682-67,879)	31
44 (17,071-23,530)	74	6470 (25,354-44,561)	50	76 (38,530-58,402)	426
45 (17,494-24,113)	1	65 (25,982-39,487)	275	7677 (38,530-61,430)	39
46 (17,494-24,720)	1096	6568 (25,982-42,458)	260	7678 (38,530-64,622)	160
4650 (17,494-27,317)	59	66 (26,630-40,454)	264	7679 (38,530-67,879)	185
4654 (17,494-30,139)	70	6668 (26,630-42,458)	822	7680 (38,530-71,381)	141
47 (17,935-25,354)	191	67 (27,317-41,443)	412	77 (40,454-61,430)	792
48 (18,379-25,982)	1144	6769 (27,317-43,498)	2	7778 (40,454-64,622)	7
4850 (18,379-27,317)	275	6771 (27,317-45,677)	1	7779 (40,454-67,879)	8
4852 (18,379-28,704)	26	6772 (27,317-48,005)	33	7780 (40,454-71,381)	62
4856 (18,379-31,642)	7	68 (27,994-42,458)	422	78 (42,458-64,622)	391
49 (18,850-26,630)	15	6869 (27,994-43,498)	450	7879 (42,458-67,879)	61
4952 (18,850-28,704)	8	6870 (27,994-44,561)	70	7880 (42,458-71,381)	6
50 (19,313-27,317)	184	6871 (27,994-45,677)	181	7881 (42,458-74,928)	11
5051 (19,313-27,994)	1807	6872 (27,994-48,005)	483	79 (44,561-67,879)	210
5056 (19,313-31,642)	525	6874 (27,994-52,915)	65	7980 (44,561-71,381)	3
51 (19,313-27,994)	2	69 (28,704-43,498)	195	7981 (44,561-74,928)	5
52 (19,800-28,704)	525	6970 (28,704-44,561)	13	7982 (44,561-80,662)	3
5256 (19,800-31,642)	13	6971 (28,704-45,677)	5	7983 (44,561-86,918)	73
53 (20,306-29,417)	50	6972 (28,704-48,005)	411	80 (46,822-71,381)	309
54 (20,820-30,139)	184	6974 (28,704-52,915)	12	8081 (46,822-74,928)	25
5458 (20,820-33,240)	9	70 (29,417-44,561)	249	81 (49,188-74,928)	674
5459 (20,820-34,094)	486	7071 (29,417-45,677)	84	8182 (49,188-80,662)	39
5460 (20,820-34,930)	532	7072 (29,417-48,005)	7	8183 (49,188-86,918)	3
55 (21,331-30,883)	94	7073 (29,417-50,395)	20	82 (52,915-80,662)	259
5559 (21,331-34,094)	8	7074 (29,417-52,915)	17	83 (56,969-86,918)	281
5561 (21,331-35,786)	52	7075 (29,417-55,594)	13	84 (61,430-93,710)	243
56 (21,331-31,642)	141	71 (30,139-45,677)	588	85 (66,216-100,889)	79
5663 (21,331-37,577)	5	7172 (30,139-48,005)	125	86 (71,381-108,672)	41
57 (21,864-32,441)	436	7173 (30,139-50,395)	35	87 (76,807-117,029)	46
5765 (21,864-39,487)	2	7174 (30,139-52,915)	27	88 (82,678-126,055)	51
58 (22,404-33,240)	187	72 (31,642-48,005)	861	89 (89,081-135,686)	3
59 (22,956-34,094)	266	7273 (31,642-50,395)	31	90 (96,074-146,179)	1
5960 (22,956-34,930)	828	7274 (31,642-52,915)	810	91 (103,378-157,601)	13
5963 (22,956-37,577)	10	7275 (31,642-55,594)	35	92 (111,413-169,848)	6
5964 (22,956-38,530)	53	73 (33,240-50,395)	341	93 (119,995-182,959)	5
60 (23,530-34,930)	219	7374 (33,240-52,915)	21		

## State of Alabama Salary & Benefit Data

### Employee Benefits Comparison

The following charts indicate Alabama's rank in terms of selected employee benefits in comparison with other southeastern states.

Maximum Days Granted Per Year		Annual Leave Rankings		Maximum Accumulation Allowed	
State	Days	State	Days	State	Days
Alabama	29.25	Louisiana <sup>1</sup>	Unlimited		
South Carolina	27.5	Mississippi <sup>2</sup>	Unlimited		
Mississippi	27	Alabama	60		
Virginia	27	Kentucky	60		
North Carolina	25.75	Oklahoma	60		
Oklahoma	25	Virginia <sup>3</sup>	54		
Kentucky	24	Florida <sup>4</sup>	45		
Louisiana	24	Georgia	45		
Tennessee	24	South Carolina	45		
West Virginia	24	Missouri	42		
Arkansas	22.5	Tennessee <sup>4</sup>	42		
Georgia	21	West Virginia <sup>5</sup>	40		
Missouri	21	Arkansas	30		
Florida	19.5	North Carolina <sup>4</sup>	30		

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

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

<sup>3</sup>Payment on separation is for up to 42 days.

<sup>4</sup>Excess converts to sick leave.

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

#### Holiday Rankings

(Includes Personal Leave Days)

#### Official Holidays Granted

State	Days
Virginia <sup>1</sup>	17
West Virginia <sup>2</sup>	13
Alabama	13
Georgia <sup>3</sup>	12
Missouri	12
South Carolina	12
Kentucky <sup>4</sup>	11.5
North Carolina	11
Arkansas	11
Tennessee	11
Louisiana <sup>5</sup>	10
Florida	10
Mississippi	10
Oklahoma	10

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

<sup>2</sup>Additionally, 1/2 day each is granted for general and primary elections.

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

<sup>4</sup>Additional holiday given for Presidential election

<sup>5</sup>Additionally, Election Day is given every other year.

## State of Alabama Salary & Benefit Data

### Sick Leave Rankings

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

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

<sup>2</sup>After 10 years service employee paid for ¼ unused sick leave up to 60 days.

<sup>3</sup>Unused sick leave has no cash value but is credited towards retirement.

<sup>4</sup>Partial payment based on actuarial computation.

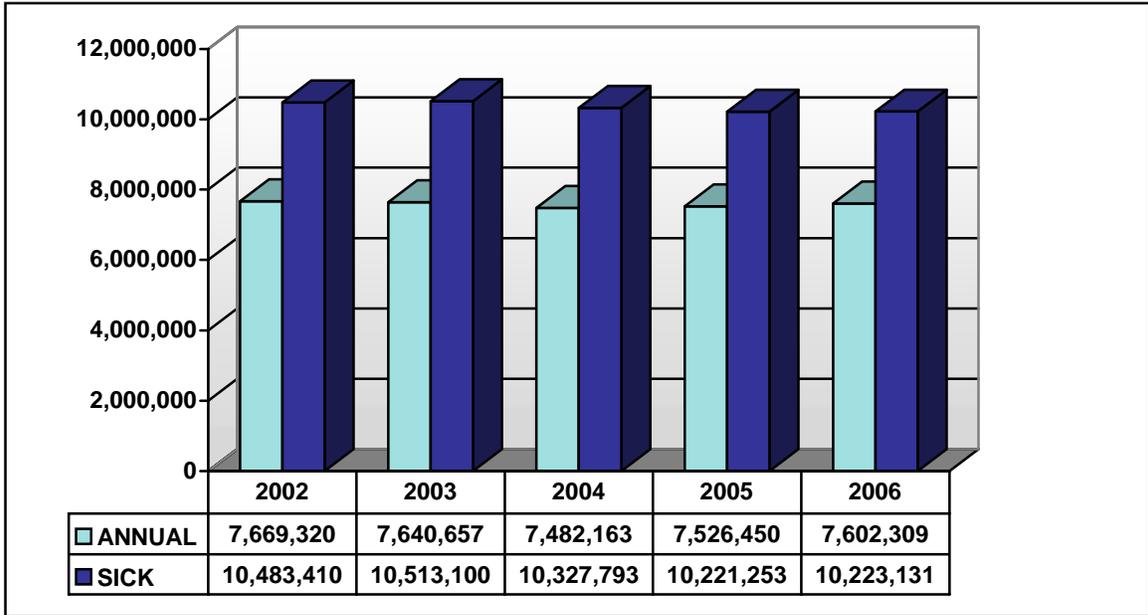
<sup>5</sup>After 5 years service employee paid for ¼ unused sick leave up to \$5,000.

<sup>6</sup>At retirement employee paid for ½ unused sick leave or may credit time towards retirement.

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

*State of Alabama Salary & Benefit Data*

**Accumulated Leave Hours**



**Value of Accumulated Leave**

