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State Personnel Department of Alabama

2012 Annual Report

State of Alabama

www.personnel.alabama.gov

STATE OF ALABAMA

PERSONNEL DEPARTMENT

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Jackie Graham
State Personnel Director
Alice Ann Byrne
Deputy Director

State Personnel Board
Joe Dickson
Faye Nelson
John Carroll
Jon D. Barganier
Joanne Randolph

Honorable Robert Bentley, Governor of Alabama

State Personnel Board
Mr. Joe N. Dickson, Chairman
Ms. Faye Nelson
Mr. John Carroll
Mr. Jon D. Barganier
Ms. Joanne Randolph

I am pleased to report on the activities of the State Personnel Department for the Fiscal Year October 1, 2011, through September 30, 2012.

In response to budget shortfalls, the hiring freeze for State agencies and suspension of merit raises for State employees were continued for the fifth straight year. These cost saving measures, while necessary, may result in the loss of experienced and knowledgeable personnel who contribute to the successful delivery of State services. While the State looks to reduce the cost of State government, we are hopeful that officials will not lose sight of the contributions that are made every day by State employees.

I am also pleased to report that the United States Department of Justice and the United States District Court for the Middle District of Alabama agreed to lift all remaining injunctions for the majority of State agencies in the decades-old United States v. Frazer case. The termination of these injunctions, after 42 years, was made possible by the great strides the State of Alabama has made in the hiring and promotion of minorities.

This year, employees saw the final disposition of the settlement reached in connection with a lawsuit against the Alabama State Employees' Association and Nationwide Retirement Solutions. The settlement and subsequent distribution of $16,000,000 to over 25,000 current and former State employees marked the resolution of years of litigation. While the events surrounding this litigation were difficult for everyone involved, the end result is a better State Deferred Compensation Plan for employees.

On behalf of the employees of the State Personnel Department, I thank you for your support and hope that you will find this report a basis for satisfaction and pride in the operation of Alabama's Merit System.

Sincerely,

Jackie Graham

Jackie Graham
State Personnel Director

State Personnel Board

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 State employee elected by majority vote of full-time State employees.

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

Members of the State Personnel Board

Joe N. Dickson, Board Chairman
Reappointed February 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 and was reappointed by Governors Fob James, Jr. and Bob Riley.

Faye Nelson
Elected July 2009

Ms. Nelson, a career Merit System employee with the Alabama Department of Human Resources, was elected as the employee representative on the State Personnel Board. A licensed graduate social worker, she began her career as a Social Worker with Dallas County DHR. Ms. Nelson currently serves as the Director of the Alabama Child Support Enforcement Division.

Board Member Information, continued

John Carroll
Appointed January 2011

Mr. Carroll, of Cottondale, is Senior Vice President Human Resources at Phifer, Inc. He was previously employed with the Alabama Department of Industrial Relations in the State Employment Service Division. He was appointed to the Board by Governor Bob Riley.

Jon D. Barganier
Appointed February 2011

Mr. Barganier, of Montgomery, is an attorney and is currently Director of State Government Affairs with Eli Lilly and Company. He was appointed by Speaker of the House Mike Hubbard.

Joanne Randolph
Appointed February 2012

Ms. Randolph, of Huntsville, is the President and CEO of the Women's Business Center of North Alabama. She was appointed to the Board by Lieutenant Governor Kay Ivey.

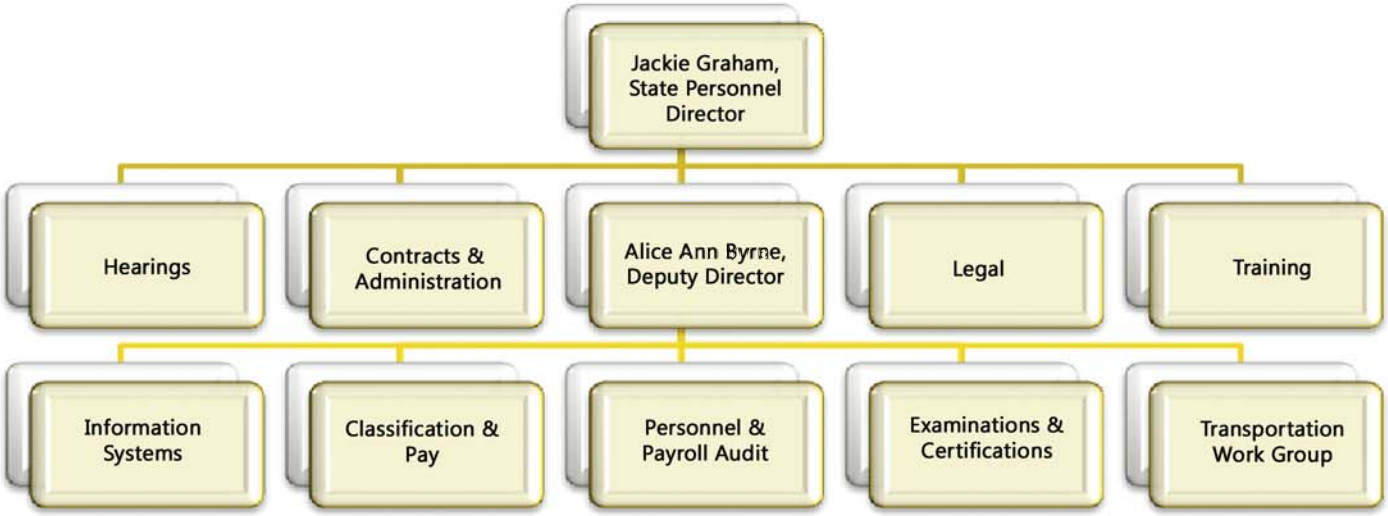
Financial Report
Fiscal Year 2011-2012

Appropriations	
State Agency Collections	$9,258,934
State Agency Collections (Team Contracts)	1,309,200
Miscellaneous Receipts	557
Unencumbered Funds Brought Forward	1,736,900
Total Funds Available	$12,305,591

Expenditures	
Personnel Costs	$4,883,538
Employee Benefits	1,541,062
Travel, In-State	23,612
Travel, Out-of-State	5,119
Repairs and Maintenance	36,106
Rentals and Leases	527,756
Utilities and Communications	181,182
Professional Services	815,483
Supplies, Materials and Operating Expenses	269,203
Transportation Equipment Operations	2,797
Transportation Equipment Purchases	0
Grants and Benefits	25
Other Equipment Purchases	158,101
Transfer to Finance Department	2,000,000
Total Expenditures	$10,443,984

Balances	
Unencumbered Balance as of 9-30-2012	$1,861,607
Act 2012-568 Transfer to General Fund	1,400,000
Remaining Balance	$461,607

Organization & Mission



State Personnel Department Organizational Chart

The State Personnel Department was created by the State Merit System Act of 1939. A State Director of Personnel 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 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

Administration

Prepares and recommends rules and regulations to administer the Merit System Act.

- Hosted State Employee Recognition Nights with minor-league baseball teams throughout the State, with the Montgomery Biscuits, Birmingham Barons, Mobile Bay Bears, and Huntsville Stars.
- Edited and distributed online newsletters to all State employees, providing information on training, benefits, and various other topics of importance.
- Represented the Department and the Merit System before the State Legislature.
- Reviewed personal services contracts to ensure legal compliance.

Classification and Pay

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

- Conducted 1,701 position reviews.
- Abolished 4 job classifications and created 13 new classifications, bringing the number of job classifications in the State Classification Plan to 1,318.
- Conducted salary reviews of agency-specific classifications and those general classification series common to many agencies. These agencies included the Department of Education Disability Determination Service, the Department of Insurance, and the Department of Public Health.
- Processed layoffs for the Farmers Market Authority, the Department of Labor, the State Treasurer's Office, and the Department of Senior Services.

Personnel and Payroll Audit

Assures that employees are properly identified in the payroll system and that all personnel actions are audited for correctness before approval for payment is certified.

- Certified the accuracy of each Merit System agency's payroll to the State Comptroller prior to payment.
- Assured that employees were properly identified in the payroll/personnel system and that all personnel actions were audited for correctness.
- Audited over 241,000 transactions.
- Implemented a digital imaging system for personnel files.

Transportation Work Group

Works with the Alabama Department of Transportation to meet its employment needs and to conclude the Reynolds-related litigation.

- Conducted 1,074 position reviews.
- Issued 287 certifications of eligible candidates and processed 268 certifications of eligible candidates.
- Established and/or updated 29 assembled examinations.
- Established and/or updated 66 non-assembled examinations.
- Administered 6 assessment centers.

Training

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

- Provided training to over 5,200 employees through 94 training programs. Staff traveled to different locations across the State to provide training.
- Offered training in traditional courses of Performance Appraisal, Progressive Discipline, Interview and Selection, Employment Law, Sexual Harrassment Prevention, Family and Medical Leave Act, State Government Orientation, Dynamics of Supervision, Customer Service, Time Management, and a four-day Train-the-Trainer course.
- Worked with numerous State agencies to provide individualized and specific training to meet the needs of those specific agencies.
- Provided monthly Lunch and Learns to all State employees on a variety of subjects.

The Year in Review

Legal

Assists and coordinates the legal activities of the Department and the Board.

- Handled administrative appeals before county circuit courts, the Alabama Court of Civil Appeals, and the Alabama Supreme Court.
- Managed and participated in lawsuits in both State and Federal Courts.
- Concluded the United States v. Frazer litigation for the majority of State agencies.
- Provided training and assistance to agencies and employees concerning Employment Law, the Family and Medical Leave Act ("FMLA"), Fair Labor Standards Act ("FLSA"), Sexual Harassment Prevention, and various Alabama State Personnel Board Rules.
- Assisted State agencies in developing agency-specific policies and procedures.
- Involved in managing and maintaining the State's 457 Deferred Compensation Plan.
- Reviewed and processed requests for donated leave.

Administrative Hearings

Conducts due process hearings for employees who appeal their dismissal or for claims of discrimination for non-merit factors.

- Resolved 82 appeals.
- Received 59 new appeals.
- Resolved appeals within an average of 2.7 months where no continuance was requested by the parties.

Examinations and Recruitment and Certifications

Develops and administers tests and creates employment registers to identify the best qualified, available applicants to fill job vacancies. Maintains employment registers and certifies qualified persons to facilitate the filling of job vacancies.

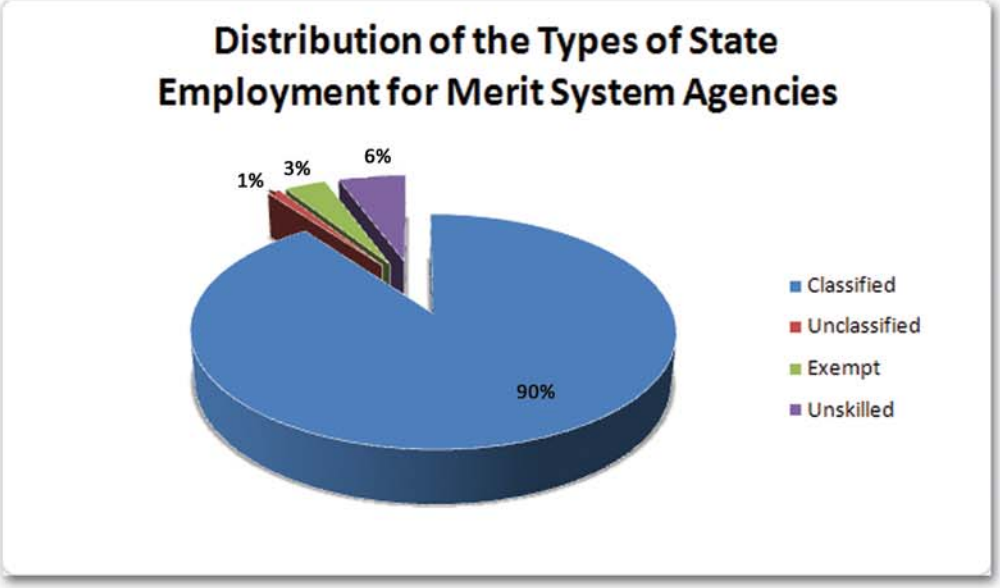
- Produced and distributed 182 distinct State job vacancy announcements.
- Reviewed 70,037 applications from individuals interested in State employment.
- Placed 28,366 eligible candidates on lists available to appointing authorities.
- Created and validated 12 new written examinations and administered 6 assessment centers.
- Tested approximately 850 candidates as part of the Division's onsite testing program for Correctional Officer Trainees in an effort to relieve the critical need for candidates for the entry-level job.
- Administered first-come, first-serve, walk-in testing examinations to 880 applicants.
- Maintained an outreach recruitment program designed to attract qualified applicants to State service and to provide useful information to job seekers. During the fiscal year, 13 recruitment visits were made to colleges and universities in Alabama.
- Maintained 14 written examination centers throughout the State.
- Issued certifications containing the names of 80,847 applicants to operating agencies for employment consideration.
- Processed 3,292 appointments to fill positions within the State Merit System.

Information Systems

Creates, researches, and implements technological advances to further the needs of the Department.

- Provided on-going support of the Department's client server platforms, Intranet, and Internet services.
- Supported and maintained the Internet-based Online Employment System (OES). The OES supports a registered user base in excess of 110,000 individuals and generated over 31,000 online applications. Approximately 45% of all applications received were generated through the OES.
- Implemented Scantron Scanner and Scantools Plus Software as a way to scan examination answer sheets, convert the file and upload the data to the mainframe scoring system.
- Implemented a rewrite of the Donated Leave System with enhanced reporting and a friendlier user interface.
- Upgraded the Legal Database Reports System allowing users to run reports in real time.
- Completed a new Electronic Phone Book for the Department's employees that allows for easier, more accurate updates to employee contact information and enhanced reports.
- Implemented a project to electronically image all employee records and position information folders and store them securely. Software was purchased to secure the information as well as make this information more readily available.

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 Act. 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.

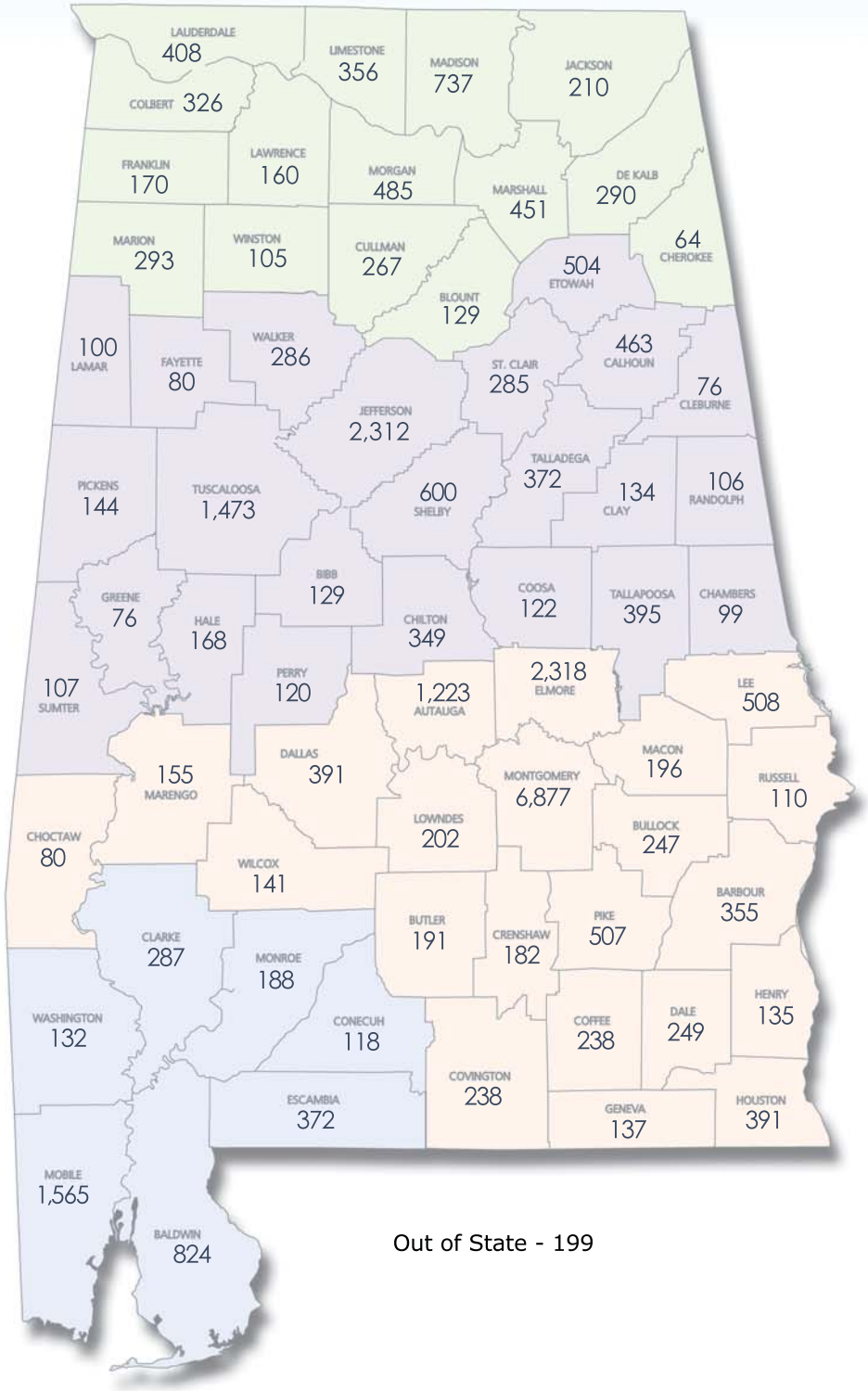
Exempt: State law enumerates different groups of employees that are exempt from the rules and regulations of the Merit System. Those exempt employees for which State Personnel maintains records include certain Mental Health employees, officers elected by the people, heads of departments appointed by 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, and one such confidential employee for each board and each commission. Employees in the Office of the Governor are also unclassified, unless specifically designated as 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 those relating 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.

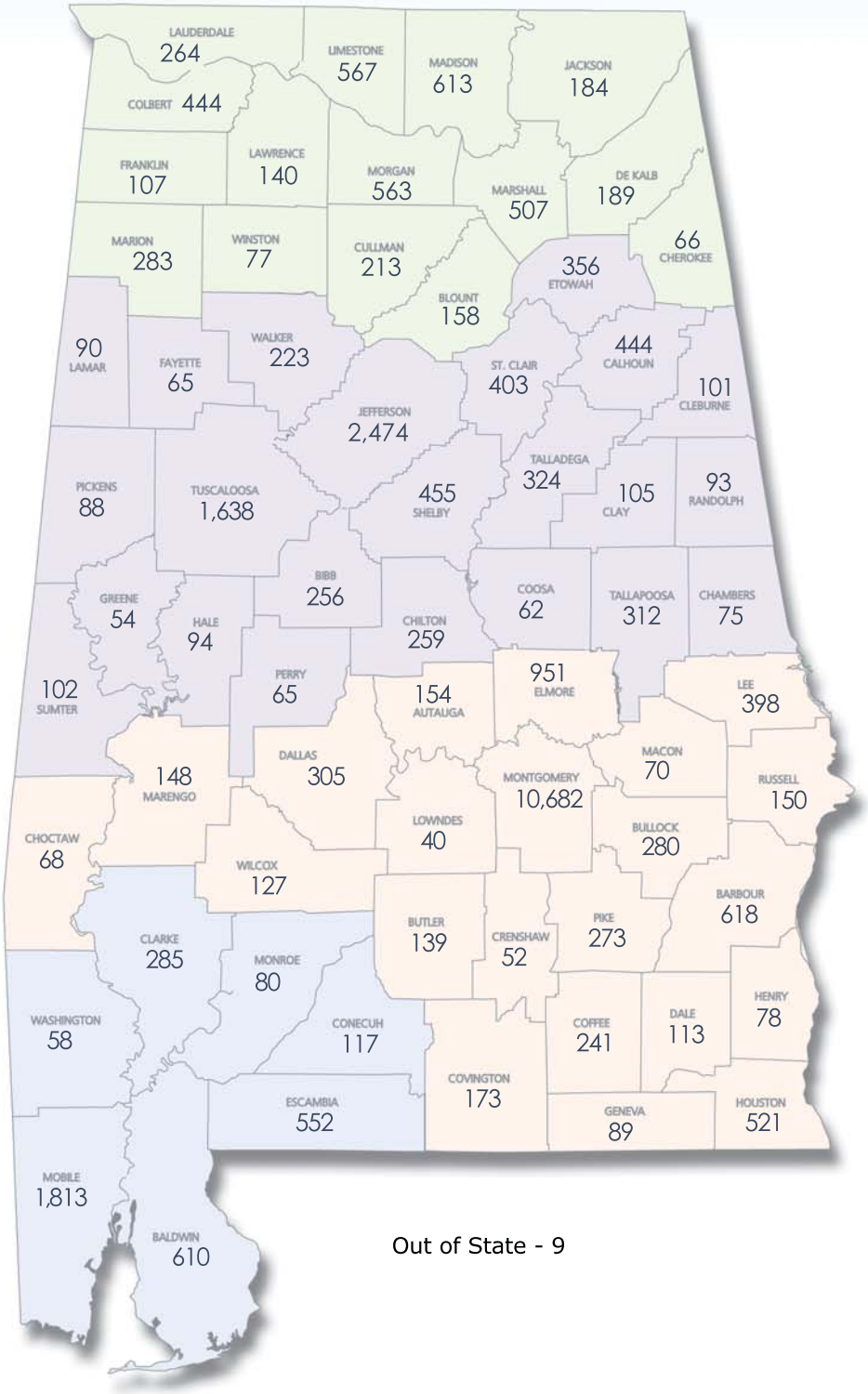
*Note: The information provided in this report includes agencies subject to the Merit System. The data reported does not include employees of the Legislative Branch, the Judicial Branch, or Higher Education.

State Workforce
by County of Residence



Out of State - 199

State Workforce
by County of Employment



Out of State - 9

Distribution of Employees by Type

DEPARTMENT	Exempt	Unclassified	Classified	Unskilled	Total
Ag & Conservation Development Commission		1			1
Agricultural Museum Board					0
Agriculture & Industries	1	8	286	213	508
Agriculture Center Board					0
Alcoholic Beverage Control Board	1	1	896	1	899
Architects Registration Board		1	3		4
Archives and History		2	31		33
Assisted Living Administrators Examiners Board		1			1
Attorney General	1	31	141	1	174
Auditor	1		8		9
Banking	1	1	101	1	104
Building Commission		1	16	1	18
Children's Affairs		2	21		23
Children's Trust Fund	1	1	10		12
Chiropractic Examiners Board		1	3		4
Choctawhatchee, Pea & Yellow Rivers Watershed		1	3		4
Commerce (formerly Development Office)	1	3	27		31
Conservation & Natural Resources		2	693	707	1,402
Corrections	3	15	4,007		4,025
Cosmetology Board		1	27		28
Council on the Arts		2	14		16
Counseling Examiners Board		1	1		2
Credit Union Administration	1		7		8
Crime Victims Compensation Commission		1	25		26
Criminal Justice Information Center		1	47	1	49
Dietetics/Nutrition Practice Examiners		1			1
Economic & Community Affairs	1	2	198		201
Education	27	3	751	1	782
Educational Television Commission	1		31		32
Emergency Management Agency		1	91	1	93
Environmental Management		2	601		603
Ethics Commission	1	1	14	1	17
Examiners of Public Accounts	1	1	164		166
Farmers Market Authority	1		11		12
Finance	2	4	423	37	466
Forensic Sciences	1	1	182		184
Foresters Registration Board		1			1
Forestry Commission		3	259	3	265
Funeral Services Board	3				3
General Contractors Licensing Board		1	16		17
Geological Survey	1	1	40		42
Governor	3	66			69
Health Planning & Development		1	9		10
Heating, A/C and Refrigeration Contractors Board		2	6	1	9
Historical Commission		2	51	17	70
Home Builders Licensure Board		2	15		17
Homeland Security Office	10	2	6		18
Human Resources	1	1	3,986	4	3,992
Indian Affairs Commission		1	1		2

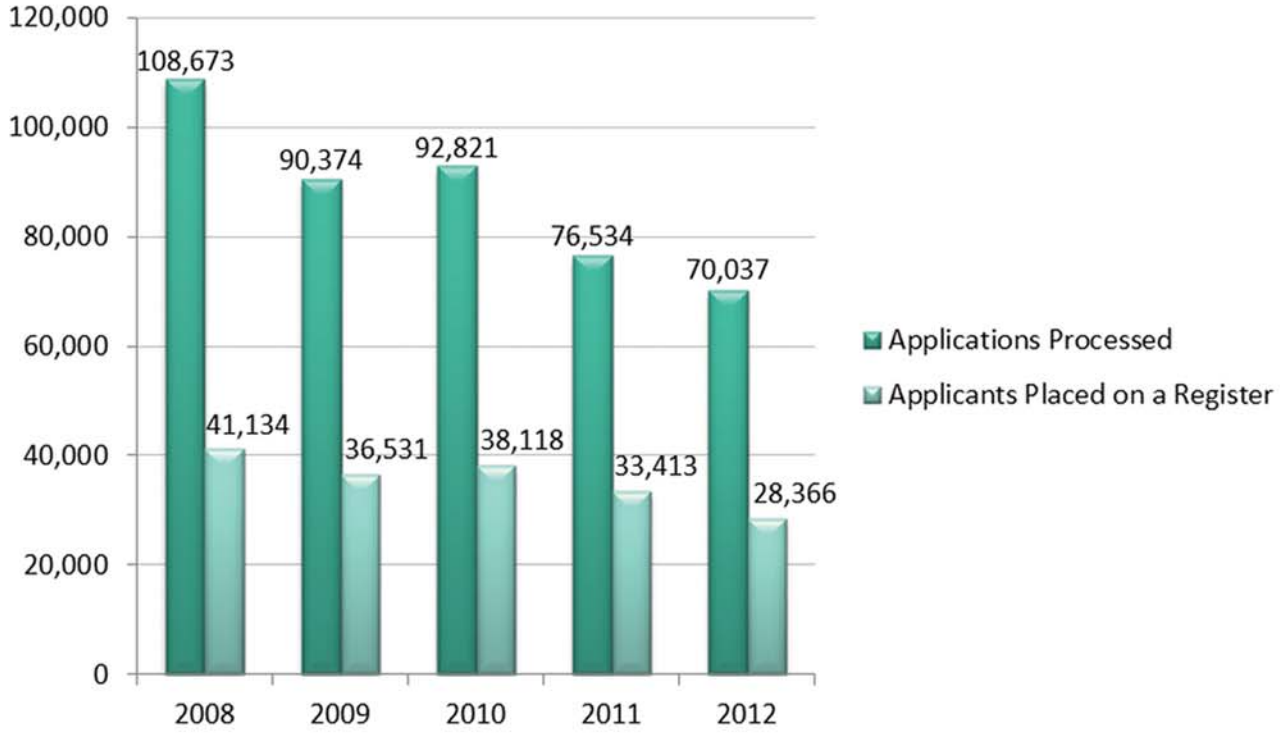
DEPARTMENT	Exempt	Unclassified	Classified	Unskilled	Total
Insurance	2	1	139		142
Judicial Inquiry Commission		3	1		4
Labor (includes former Industrial Relations)	2	1	990	17	1,010
Liquefied Petroleum Gas Board		2	7		9
Manufactured Housing Commission	1		21		22
Medicaid Agency		2	578	1	581
Mental Health	701		737	2	1,440
Military	1	1	268	22	292
Nursing Board		2	43		45
Nursing Home Admin Exam Board		1			1
Occupational Therapy Board		1			1
Oil & Gas Board	3		31		34
Onsite Wastewater Board		1	3		4
Pardons and Paroles	3	2	546	1	552
Peace Officers Standards & Training Comm	1	1	6		8
Peace Officers Annuity & Benefit Fund		1	3		4
Personnel		3	92		95
Physical Fitness Commission		1	2		3
Physical Therapy Board		1	1		2
Plumbers & Gas Fitters Exam Board		1	13		14
Polygraph Examiners			1		1
Professional Engineers Registration Board		2	7		9
Public Education Employees Health Insurance Bd		10	19		29
Public Health	1	3	3,076	813	3,893
Public Library Service		1	29		30
Public Safety		1	1,228	1	1,230
Public Service Commission	3	7	87	1	98
Real Estate Appraisers Board		1	7		8
Real Estate Commission	1	1	32		34
Rehabilitation Services	1	1	765	4	771
Retirement Systems	1	112	170	3	286
Revenue	1	3	1,153	6	1,163
Secretary of State	1	3	38		42
Securities Commission		1	51		52
Senior Services		1	41		42
Social Work Examiners Board		1	1		2
Soil & Water Conservation Commission		1	3		4
Speech Pathology & Audiology Exam Bd		1	1		2
State Employees' Insurance Board		19	45		64
State Port Authority/Docks	1		186	1	188
Surface Mining Commission	1	1	26		28
Tourism & Travel	1	1	45	7	54
Transportation	2		4,352	1	4,355
Treasurer	1	2	27		30
Veterinary Medical Examiners Board		1	3		4
Veterans Affairs	1	1	37		39
Women's Commission		1			1
Youth Services	62	1	463	6	532
Totals	**856**	**379**	**28,596**	**1,876**	**31,707**

Distribution of Employees by Department A Five Year Comparison

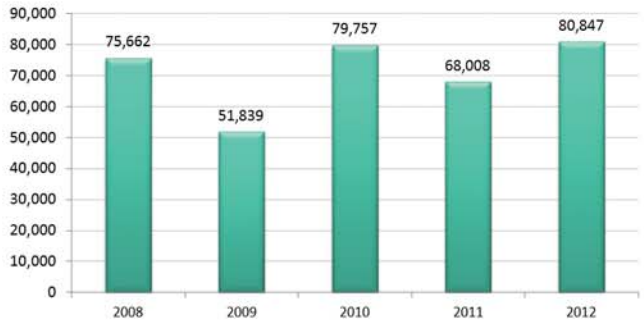
DEPARTMENT	2008	2009	2010	2011	2012
Ag & Conservation Development Commission	1	1	1	1	1
Agricultural Museum Board	1	1	1		
Agriculture & Industries	611	534	547	461	508
Agriculture Center Board	23	23	21		
Alcoholic Beverage Control Board	898	901	902	906	899
Architects Registration Board	3	3	4	4	4
Archives and History	53	44	39	34	33
Assisted Living Administrators Examiners Board	1	1	1	1	1
Attorney General	172	174	162	174	174
Auditor	11	11	10	10	9
Banking	95	102	100	102	104
Building Commission	18	19	20	18	18
Children's Affairs	28	28	28	27	23
Children's Trust Fund	18	19	17	14	12
Chiropractic Examiners Board	4	4	4	4	4
Choctawhatchee, Pea & Yellow Rivers Watershed	4	3	4	3	4
Commerce (formerly Development Office)	33	28	27	25	31
Conservation & Natural Resources	1,512	1,388	1,376	1,404	1,402
Corrections	3,951	4,066	4,277	4,128	4,025
Cosmetology Board	29	29	29	26	28
Council on the Arts	17	18	18	17	16
Counseling Examiners Board	1	2	2	2	2
Credit Union Administration	10	9	8	7	8
Crime Victims Compensation Commission	25	27	24	28	26
Criminal Justice Information Center	64	61	64	59	49
Dietetics/Nutrition Practice Examiners	1	2	1	1	1
Economic & Community Affairs	215	214	218	207	201
Education	819	828	892	837	782
Educational Television Commission	46	42	40	34	32
Electrical Contractors Board	1				
Emergency Management Agency	99	100	99	95	93
Environmental Management	588	607	613	610	603
Ethics Commission	16	15	14	13	17
Examiners of Public Accounts	251	244	191	179	166
Farmers Market Authority	9	9	8	12	12
Finance	522	513	506	470	466
Forensic Sciences	217	211	202	206	184
Foresters Registration Board	1	1	1	1	1
Forestry Commission	317	333	270	255	265
Funeral Services Board	3	3	3	3	3
General Contractors Licensing Board	19	18	18	17	17
Geological Survey	45	43	44	45	42
Governor	89	87	66	60	69
Health Planning & Development	14	14	12	11	10
Heating, A/C and Refrigeration Contractors Board	8	9	10	9	9
Historical Commission	68	69	72	70	70
Home Builders Licensure Board	20	18	18	16	17
Homeland Security Office	16	15	14	20	18
Human Resources	4,353	4,280	4,405	4,261	3,992

DEPARTMENT	2008	2009	2010	2011	2012
Indian Affairs Commission	3	3	3	3	2
Insurance	156	153	150	147	142
Judicial Inquiry Commission	3	3	3	3	4
Labor (includes former Industrial Relations)	910	1,024	1,059	969	1,010
Labor (prior to merger with Industrial Relations)	19	19	18	19	
Liquefied Petroleum Gas Board	9	9	8	8	9
Manufactured Housing Commission	30	25	22	23	22
Medicaid Agency	695	640	689	639	581
Mental Health & Retardation	2,865	2,702	2,537	2,216	1,440
Military	217	213	226	239	292
Nursing Board	45	44	44	46	45
Nursing Home Admin Exam Board	1	1	1	1	1
Occupational Therapy Board	1	1	1	1	1
Oil & Gas Board	47	39	43	39	34
Onsite Wastewater Board	4	3	4	4	4
Pardons and Paroles	634	616	565	546	552
Peace Officers Standards & Training Commission	6	7	7	6	8
Peace Officers Annuity & Benefit Fund	4	4	4	4	4
Personnel	94	97	96	97	95
Physical Fitness Commission	3	3	3	3	3
Physical Therapy Board	2	2	2	2	2
Plumbers & Gas Fitters Exam Board	20	17	17	16	14
Polygraph Examiners	1	1	1	1	1
Professional Engineers Registration Board	11	11	10	10	9
Public Education Employees Health Insurance Bd.	27	25	29	24	29
Public Health	4,360	4,258	4,316	4,146	3,893
Public Library Service	45	36	33	32	30
Public Safety	1,443	1,448	1,415	1,329	1,230
Public Service Commission	121	114	114	106	98
Real Estate Appraisers Board	8	8	8	8	8
Real Estate Commission	36	33	36	34	34
Rehabilitation Services	808	772	771	766	771
Retirement Systems	276	275	273	278	286
Revenue	1,237	1,213	1,175	1,174	1,163
Secretary of State	42	42	40	40	42
Securities Commission	45	47	49	53	52
Senior Services	44	44	44	43	42
Social Work Examiners Board	3	3	3	3	2
Soil & Water Conservation Commission	4	4	4	4	4
Speech Pathology & Audiology Exam Board	2	2	2	2	2
State Employees' Insurance Board	67	67	65	64	64
State Port Authority/Docks	200	193	185	181	188
Surface Mining Commission	26	25	28	27	28
Tourism & Travel	69	64	66	62	54
Transportation	4,759	4,746	4,792	4,613	4,355
Treasurer	49	44	44	41	30
Veterinary Medical Examiners Board	3	3	2	3	4
Veterans Affairs	51	53	47	47	39
Women's Commission	1	1	1	1	1
Youth Services	708	661	637	607	532
Totals	**35,534**	**34,989**	**35,095**	**33,617**	**31,707**

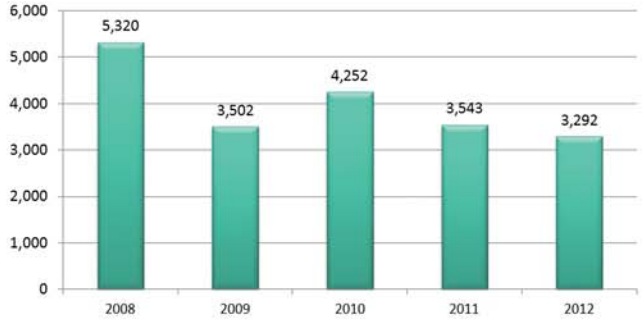
Applicant Information



Names Certified to Agencies



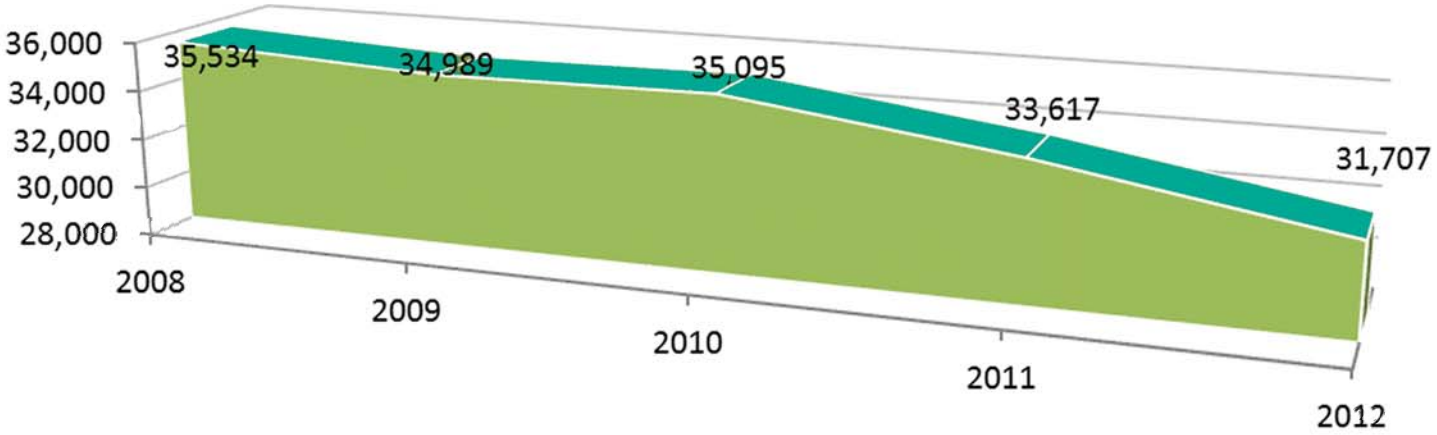
Applicants Appointed



Recruitment & Selection: For the 2012 fiscal year, over 70,000 applications for State jobs were submitted. The names of over 80,000 applicants were certified to State agencies to be considered for State jobs.

Workforce Demographics

Total Number of Employees

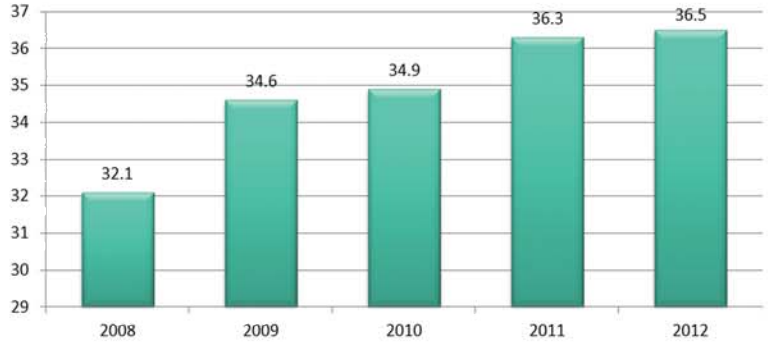


Aging Workforce

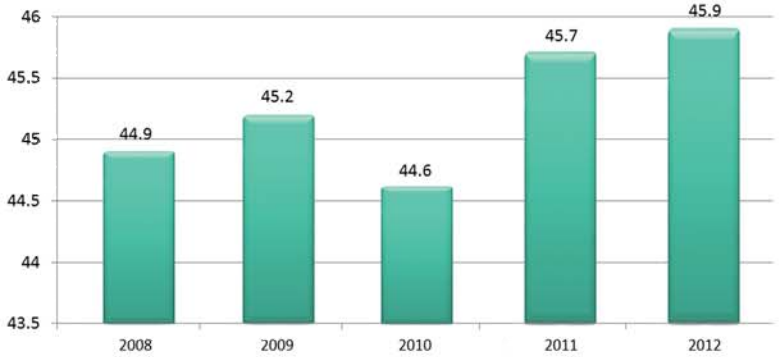
State workforce demographics reveal that more than 36 percent of employees are eligible to retire within the next five years. The average age of the State's workforce increased again last year and the average age of a State employee is now 45.9 years old.

The data in the charts to the right exclude part-time, temporary, unclassified, exempt (except Mental Health exempt), and hourly Form 8 employees.

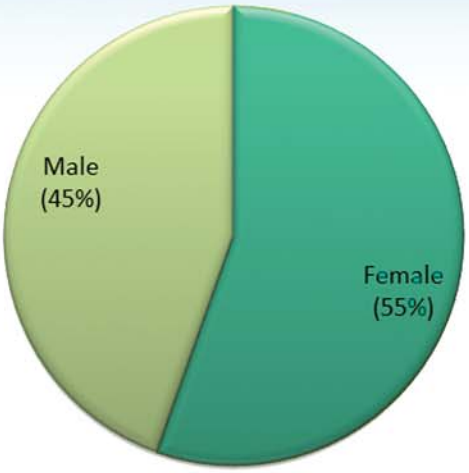
Percentage of Employees Eligible to Retire Within 5 Years



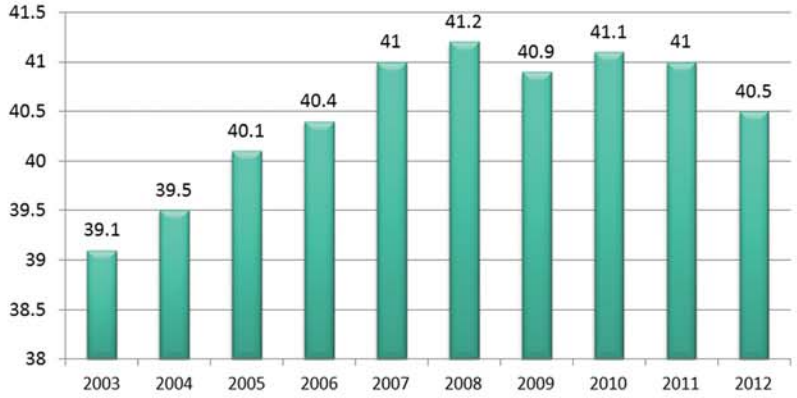
Average Age



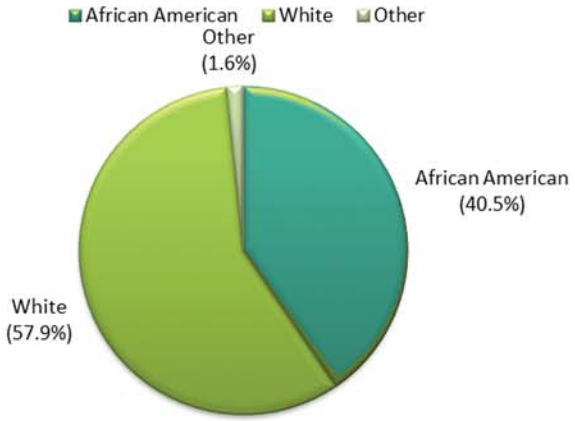
State Workforce By Gender



Percentage of African American Employees



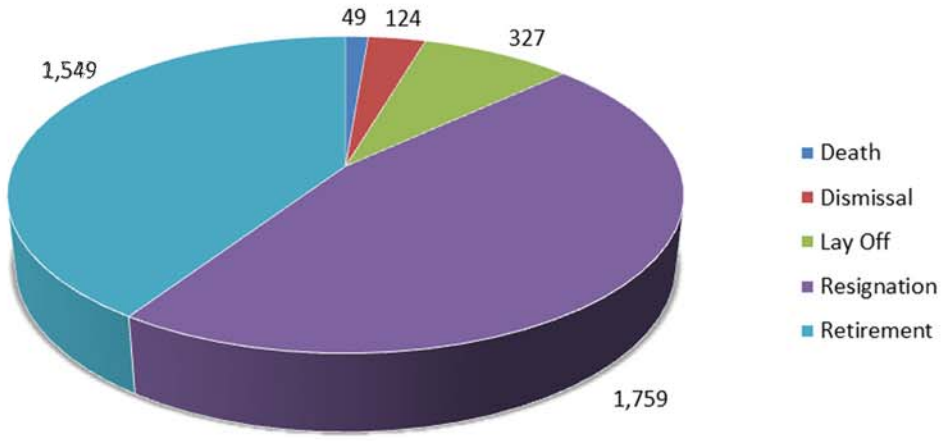
State Workforce By Race



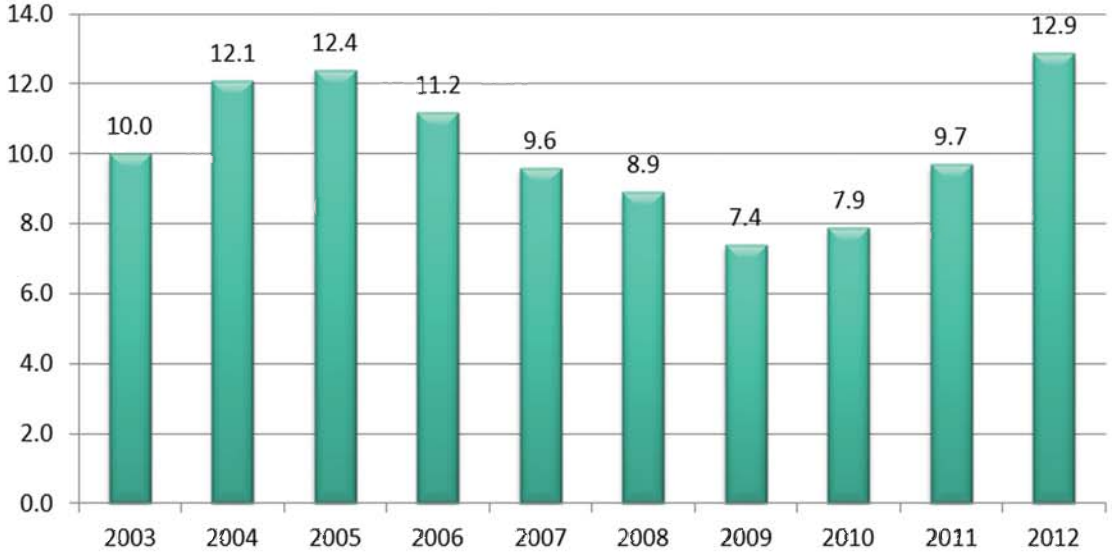
The data on this page reflects full-time classified employees.

Separations

Separations By Type

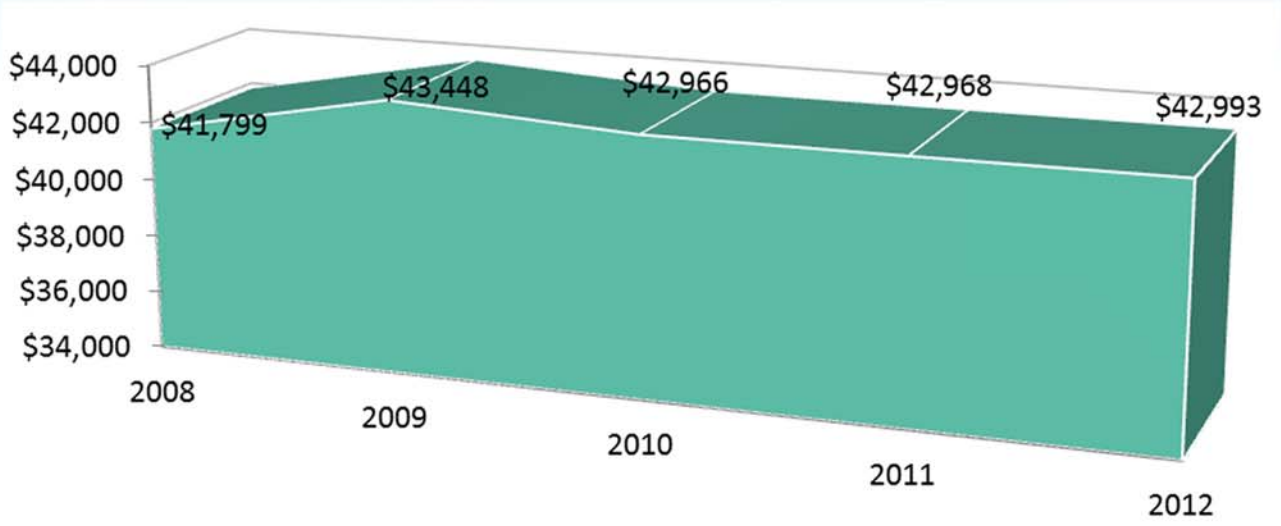


Turnover Rate - Total Separations (Percent)



The data above excludes part-time, temporary, unclassified, exempt (except Mental Health exempt), and hourly Form 8 employees.

Salary Information



The data above reflects the average annual salary of full-time classified employees.

State	($) Average Salary	Number of Employees
Louisiana	45,179	32,819
Virginia	43,671	66,746
Alabama	42,890	28,282
North Carolina	42,136	66,869
Georgia	40,297	14,901
South Carolina	38,641	47,097
Arkansas	38,262	27,539
Tennessee	37,225	33,472
Kentucky	37,153	28,140
Oklahoma	35,245	24,516
Florida	34,119	83,476
Missouri*	33,111	34,496
Mississippi	32,150	26,597
West Virginia	31,545	19,504
Averages	**37,973**	**38,175**

Note: This data is reported as of July 2012, a different time period than that used for other charts in this publication. It excludes unclassified employees, higher education employees, K-12 employees, medical hospital employees, and skilled and semi-skilled employees. The numbers for Georgia and Mississippi are as of July 2010; the numbers from Oklahoma, Florida, and West Virginia are as of July 2011.

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

Benefits Comparison

Holiday Rankings

Official Holidays Granted (Includes Personal Leave Days)	
State	Days
Virginia[1]	17
Alabama	13
South Carolina	13
West Virginia[2]	12
Georgia[3]	12
Missouri	12
Louisiana[4]	12
Kentucky[5]	11.5
North Carolina	11
Arkansas	11
Tennessee	11
Oklahoma	11
Mississippi	10
Florida	10

[1] All employees hired after January 1, 1999, receive 4 to 5 personal leave days.
[2] Additionally, up to 3 hours is granted on both primary and general election days.
[3] Additionally, sick leave in excess of 15 days, up to 3 days, is converted to personal leave days.
[4] Additionally, Election Day granted as a holiday every other year.
[5] Additionally, a holiday is granted for Presidential election days.

Annual Leave Rankings

Maximum Days Granted Per Year		Maximum Accumulation Allowed	
State	Number of Days	State	Number of Days
South Carolina	30	Louisiana[1]	Unlimited
Alabama	29.25	Mississippi[2]	Unlimited
Mississippi	27	Alabama	60
Virginia	27	Kentucky	60
North Carolina	26	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

[1] Though accumulation is unlimited, upon separation employees are paid only for a maximum of 37.5 days.
[2] Though accumulation is unlimited, upon separation employees are paid only for a maximum of 30 days.
[3] Payment on separation is for a maximum of 42 days.
[4] Annual days in excess of the maximum days permitted to accumulate are converted to sick leave.
[6] Excess days may be used to purchase health insurance, if separation is for retirement.

Sick Leave Rankings

Maximum Days Granted Per Year		Maximum Accumulation Allowed	
State	Number of Days	State	Number of 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]	180
North Carolina	12	Alabama[6]	150
Tennessee	12	Arkansas[7]	120
Virginia[1]	10	Georgia[3]	90

[1]All employees hired before January 1, 1999, receive 15 days.
[2]After 10 years of service, employees are paid for 1/4 of their unused sick leave, up to 60 days.
[3]Unused sick leave has no cash value, but is credited towards retirement.
[4]Partial payment of excess leave is based on actuarial computation.
[5]After 5 years of service, employees are paid for 1/4 of their unused sick leave, up to $5,000.
[6]At retirement, employees are paid for 1/2 of their unused sick leave, or may credit the time towards retirement.
[7]At retirement, employees are paid for part of their unused sick leave, up to $7,500.

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printed by ISD Copy Center
designed by ISD Web Services
cover photographs by Brian Whittington

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