

2017

ANNUAL REPORT



ALABAMA
STATE PERSONNEL DEPARTMENT





Honorable Kay Ivey, Governor of Alabama,

I am pleased to report to you on the activities of the State Personnel Department for the Fiscal Year October 1, 2016, through September 30, 2017.

The State workforce continues to decline in size, with 29,688 employees at the end of the fiscal year. These employees embody the true spirit of public service and have taken on additional responsibilities to maintain service levels for the State and its citizens. I am thankful for their service and continued dedication.

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,

A handwritten signature in black ink that reads 'Jackie Graham'. The signature is written in a cursive, flowing style.

Jackie Graham,
State Personnel Director

STATE PERSONNEL BOARD

Mr. Joe N. Dickson, Chairman
Ms. Faye Nelson
Ms. Liane Kelly
Mr. Myron Penn
Mr. Evan M. Thornton

STATE PERSONNEL DIRECTOR

Jackie Graham

DEPUTY DIRECTOR

Alice Ann Byrne



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. Pursuant to the Merit System Act, no two appointed members of the State Personnel Board shall be appointed from any one congressional district of the State.

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

**Joe N. Dickson – Board Chairman
Congressional District 6**

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 and was reappointed by Governors Fob James, Jr., Bob Riley, and Robert Bentley.

**Faye Nelson
Elected Member**

Ms. Nelson, of Montgomery, a career Merit System employee with the Alabama Department of Human Resources (DHR), is the elected 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 Deputy Commissioner for Family Resources.

**Liane Kelly
Congressional District 3**

Ms. Kelly, of Montgomery, serves as Executive Director of the Alabama Retired State Employees' Association (ARSEA) and the Alabama Public Employees' Advocacy League (APEAL). She was appointed to the Board by Lieutenant Governor Kay Ivey.

**Myron Penn
Congressional District 2**

Mr. Penn, of Union Springs, is a founding partner of Penn & Seaborn Attorneys at Law. He also previously served in the Alabama State Senate. He was appointed to the Board by Speakers of the House of Representatives Mike Hubbard and Mac McCutcheon.

**Evan M. Thornton
Congressional District 5**

Mr. Thornton, of Florence, is the Vice President for Business and Financial Affairs at the University of North Alabama. He was appointed to the Board by Governor Robert Bentley.

Financial Report Fiscal Year 2016-2017

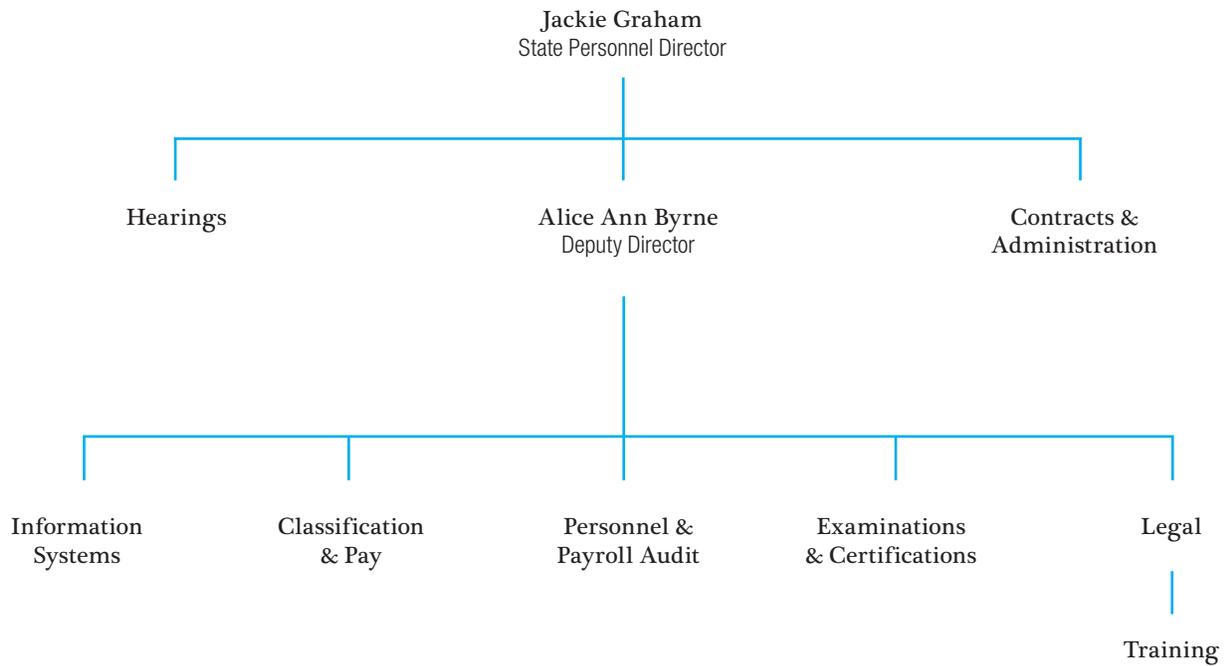
APPROPRIATIONS

State Agency Collections	\$9,738,337
State Agency Collections (Team Contracts)	\$926,661
Miscellaneous Receipts	\$26,856
Unencumbered Funds Brought Forward	\$1,579,301
Total Funds Available	\$12,271,155

EXPENDITURES

Personnel Costs	\$4,993,275
Employee Benefits	\$1,899,932
Travel, In-State	\$21,311
Travel, Out-of-State	\$21,730
Repairs and Maintenance	\$52,936
Rentals and Leases	\$587,539
Utilities and Communications	\$130,687
Professional Services	\$366,974
Supplies, Materials, and Operating Expenses	\$236,661
Transportation Equipment Operations	\$3,742
Grants and Benefits	\$0
Other Equipment Purchases	\$204,818
Miscellaneous (Transfer to General Fund)	\$1,000,000
Transfer to Finance Department	\$1,000,000
Total Expenditures	\$8,519,605
Unencumbered Balance as of September 30, 2017	\$1,751,550

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 building and administering valid, legally-defensible selection devices in a timely manner and identifying the best-qualified, available applicants to fill job vacancies; maintaining a competitive classification and pay plan as well as a pay administration system which supports the attraction and retention of qualified State employees; facilitating the filling of State job vacancies through the efficient certification of qualified applicants, as required by the Merit System Act; ensuring compliance with State and Federal law in the hiring process; maintaining the integrity of the State payroll by auditing proposed personnel actions to ensure compliance with State and Federal law; and identifying and creating training programs in the area of human resource management.

2017

Year in Review Division Reports

ADMINISTRATION

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

- Edited and distributed online newsletters to all State employees, providing information on benefits and other various 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 1,987 position reviews.
- Abolished 5 job classifications and created 22 new job classifications, bringing the number of job classifications in the State Classification Plan to 1,376.
- Conducted salary reviews of agency-specific classifications as well as general classification series common to many agencies. These agencies included the Department of Insurance, Department of Rehabilitation Services, Emergency Management Agency, and Department of Public Health.

PERSONNEL AND PAYROLL AUDIT

Assures that State 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 State employees were properly identified in the payroll/personnel system and that all personnel actions were audited for correctness.
- Maintained State employee personnel files in both digital image and hard copy formats.

TRAINING

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

- Provided training to 4,002 employees through 79 training programs. Staff also 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 Harassment Prevention, Family and Medical Leave Act, State Government Orientation, Dynamics of Supervision, Customer Service, Time Management, Dealing With Difficult People, Performance Appraisal and Progressive Discipline Overview, a two-day Presentation Skills course, and a four-day Train-the-Trainer course.
- Partnered with the Alabama Law Enforcement Agency to offer active shooter training to all State employees.
- Worked with numerous State agencies to provide individualized and specific training to meet the respective needs of those agencies.

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.
- Managed various contracts.
- Provided training and assistance to agencies and employees concerning Employment Law, the Family and Medical Leave Act, Fair Labor Standards Act, Sexual Harassment Prevention, and various Alabama State Personnel Board Rules.
- Visited various State agencies to provide a forum for State employees to ask questions and express concerns.
- 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.
- Enacted a Board Rule to allow State employees to participate in organ and bone marrow donation without utilizing their accrued leave.

ADMINISTRATIVE HEARINGS

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

- Resolved 28 appeals.
- Received 25 new appeals.
- Issued recommendations on appeals within an average of 2.07 months where no continuance was requested by the parties.
- Conducted 75 hearings for various State agencies and regulatory boards.

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.

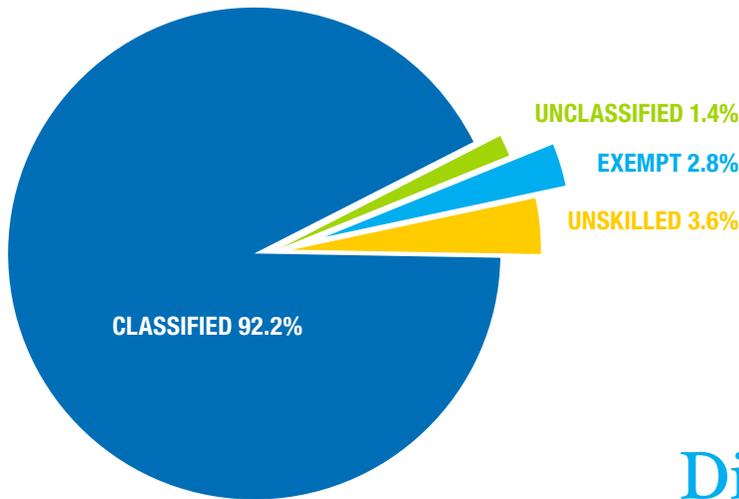
- Produced and distributed 190 distinct State job vacancy announcements.
- Reviewed 57,470 applications from individuals interested in State employment.
- Placed 25,213 eligible candidates on lists available to appointing authorities.
- Created and validated 3 new written examinations and administered 9 assessment centers.

- Tested approximately 392 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 assembled examinations to 8,511 applicants and administered first-come, first-serve, walk-in testing examinations to 831 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, 20 recruitment visits were made to colleges and universities in Alabama.
- Maintained 14 written examination centers throughout the State.
- Issued certifications containing the names of 95,617 applicants to operating agencies for employment consideration.
- Processed 4,763 appointments to fill positions within the Merit System.
- The State Personnel Board approved Exceptional Appointments for the Department of Agriculture and Industries Animal Industry Veterinarian and Animal Industry Veterinarian, Senior.

INFORMATION SYSTEMS

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

- Created an electronic distribution system that securely sends certificates of eligible applicants and copies of applications to agencies.
- Supported and maintained the State Personnel Department Online Employment System (OES), which boasted a registered user base of 203,082 at the end of 2017. The OES system accounts for more than half of all applications submitted to the State Personnel Department for processing.
- Continued development, testing, and implementation of new Personnel Applicant Tracking System modules.
- Supported, implemented, and configured network equipment and security software to maintain a secure environment for sensitive applicant and government data.
- Moved physical servers to virtual servers to reduce costs.
- Installed Cisco video conferencing equipment to facilitate meetings and hearings.



Distribution of the Types of State Employment for Merit System Agencies

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.

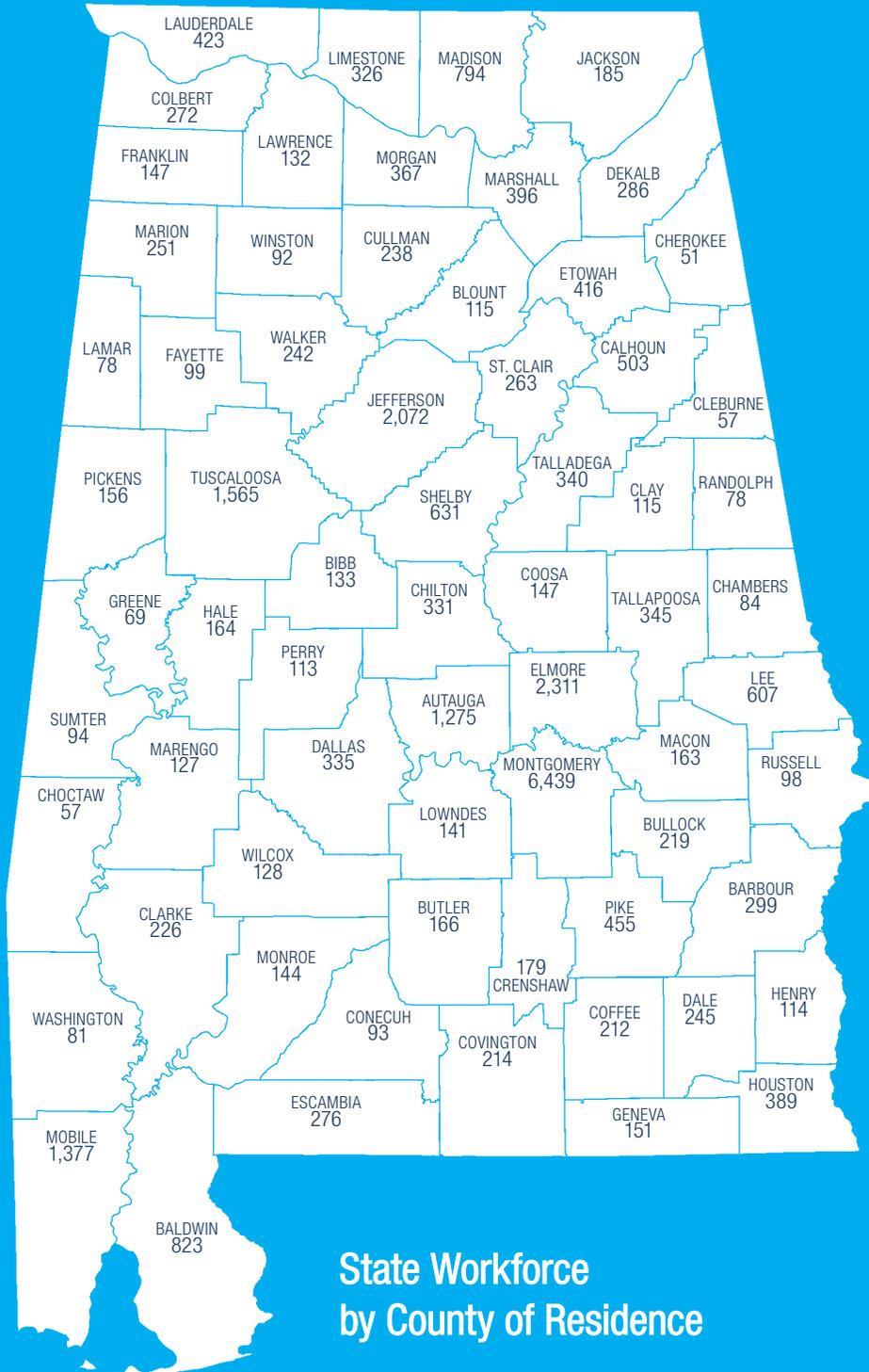
EXEMPT State law enumerates different groups of employees that are exempt from the rules and regulations of the Merit System. Those exempt employees for which State Personnel maintains records include certain Mental Health employees, officers elected by the people, heads of departments appointed by boards 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



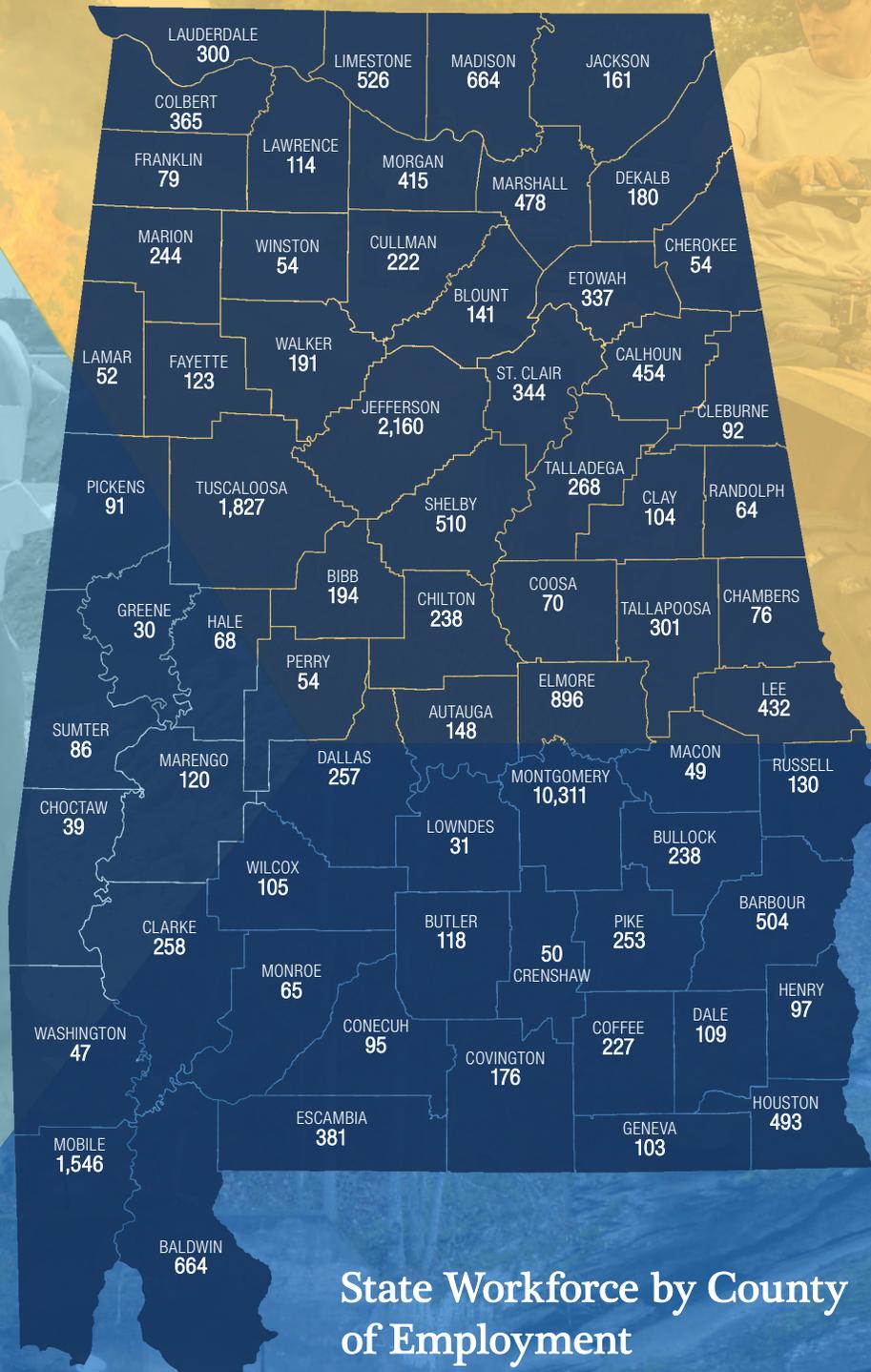
rules and regulations of employment that apply to employees in classified or Merit System positions, except those relating to appointment and dismissal.

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.



State Workforce by County of Residence

**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 Employment

Distribution of Employees by Type

DEPARTMENT	CLASSIFIED	UNCLASSIFIED	EXEMPT	UNSKILLED	TOTAL
Ag & Conservation Development Commission	0	0	2	0	2
Agricultural Museum Board	2	0	1	0	3
Agriculture & Industries	300	9	4	269	582
Alabama Law Enforcement Agency (ALEA)	1,252	4	8	1	1,265
Alcoholic Beverage Control Board	835	1	3	1	840
Architects Registration Board	2	1	1	0	4
Archives & History	55	2	0	0	57
Assisted Living Administrators Examiners Board	0	1	0	0	1
Attorney General	127	25	3	0	155
Auditor	7	1	1	0	9
Banking	107	0	2	0	109
Child Abuse & Neglect Prevention	12	1	3	0	16
Chiropractic Examiners Board	4	1	1	0	6
Choctawhatchee, Pea & Yellow Rivers Watershed	1	1	0	0	2
Commerce	55	7	3	0	65
Conservation & Natural Resources	588	0	1	673	1,262
Corrections	3,397	17	6	1	3,421
Cosmetology & Barbering Board	25	0	0	1	26
Council on the Arts	15	2	0	0	17
Counseling Examiners Board	1	1	1	0	3
Credit Union Administration	9	2	1	0	12
Crime Victims Compensation Commission	30	2	0	0	32
Dietetics/Nutrition Practice Examiners	0	1	0	0	1
Early Childhood Education (formerly Children's Affairs)	128	2	2	0	132
Economic & Community Affairs	158	1	2	0	161
Education	760	2	35	3	800
Educational Television Commission	31	1	1	0	33
Emergency Management Agency	81	1	2	1	85
Environmental Management	579	1	0	0	580
Ethics Commission	11	1	3	0	15
Examiners of Public Accounts	146	0	2	0	148
Finance	438	3	4	36	481
Forensic Sciences	213	1	2	1	217
Foresters Registration Board	1	1	0	0	2
Forestry Commission	217	1	3	1	222
Funeral Services Board	0	0	4	0	4
General Contractors Licensing Board	15	1	0	0	16
Geological Survey	53	0	2	0	55
Governor	0	50	2	0	52
Governor's Mansion Authority	0	4	0	0	4
Health Planning & Development	10	1	0	0	11
Heating, A/C & Refrigeration Contractors Board	9	1	1	0	11
Historical Commission	45	4	2	12	63
Home Builders Licensure Board	13	2	0	0	15
Human Resources	4,142	2	1	3	4,148
Indian Affairs Commission	3	0	0	0	3
Insurance	147	1	3	0	151
Judicial Inquiry Commission	2	2	1	0	5

DEPARTMENT	CLASSIFIED	UNCLASSIFIED	EXEMPT	UNSKILLED	TOTAL
Labor (includes former Industrial Relations)	848	2	2	13	865
Liquefied Petroleum Gas Board	8	2	0	0	10
Manufactured Housing Commission	21	2	1	0	24
Medicaid Agency	567	1	2	2	572
Mental Health	600	0	624	2	1,226
Military	301	0	2	28	331
Nursing Board	49	2	1	0	52
Nursing Home Administrators Exam Board	0	1	0	0	1
Occupational Therapy Board	0	1	0	0	1
Office of Information Technology	3	8	2	0	13
Oil & Gas Board	26	0	3	0	29
Onsite Wastewater Board	6	1	0	0	7
Pardons & Paroles	586	1	4	0	591
Peace Officers Annuity & Benefit Fund	2	1	0	0	3
Peace Officers Standards & Training Commission	4	1	1	0	6
Personnel	86	3	1	0	90
Physical Fitness Commission	2	1	1	0	4
Physical Therapy Board	1	2	0	0	3
Plumbers & Gas Fitters Exam Board	15	2	1	0	18
Polygraph Examiners	1	0	0	0	1
Professional Engineers Registration Board	5	2	0	0	7
Psychology Examiners Board	0	1	0	0	1
Public Education Employees' Health Insurance Board	13	22	0	0	35
Public Health	2,821	4	3	8	2,836
Public Library Service	28	1	1	0	30
Public Service Commission	61	7	3	0	71
Real Estate Appraisers Board	6	1	0	0	7
Real Estate Commission	31	3	1	0	35
Rehabilitation Services	783	1	0	1	785
Retirement Systems	171	129	2	2	304
Revenue	1,109	3	2	5	1,119
Secretary of State	35	3	2	0	40
Securities Commission	54	2	2	0	58
Senior Services	39	1	1	1	42
Social Work Examiners Board	3	0	0	0	3
Soil & Water Conservation Commission	3	1	2	0	6
Speech Pathology & Audiology Exam Board	1	1	0	0	2
State Employees' Insurance Board	42	13	2	0	57
State Port Authority/Docks	165	1	1	0	167
Surface Mining Commission	17	3	1	0	21
Tax Tribunal	0	2	2	0	4
Tourism & Travel	61	1	3	5	70
Transportation	4,320	3	4	0	4,327
Treasurer	28	2	1	0	31
Veterinary Medical Examiners Board	3	2	0	0	5
Veterans Affairs	37	1	1	0	39
Women's Commission	0	1	0	0	1
Youth Services	374	1	53	6	434
Totals	27,362	405	845	1,076	29,688

Distribution of Employees by Department: A Five Year Comparison

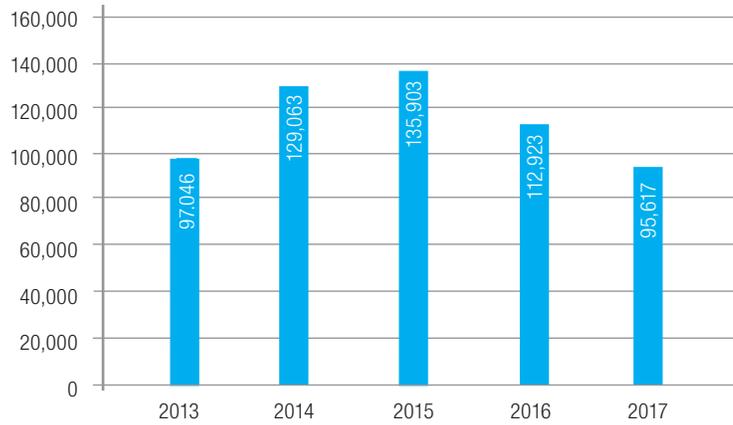
DEPARTMENT	2013	2014	2015	2016	2017
Ag & Conservation Development Commission	1	1	1	0	2
Agriculture Museum Board	0	0	0	2	3
Agriculture & Industries	490	511	531	558	582
Alabama Law Enforcement Agency (ALEA)	24	34	1,378	1,327	1,265
Alcoholic Beverage Control Board	896	879	794	818	840
Architects Registration Board	4	4	4	4	4
Archives & History	41	45	51	54	57
Assisted Living Administrators Examiners Board	2	1	1	2	1
Attorney General	179	178	170	153	155
Auditor	10	12	11	9	9
Banking	102	106	105	110	109
Building Commission	18	18	18	0	0
Child Abuse & Neglect Prevention	11	11	11	13	16
Chiropractic Examiners Board	4	6	6	5	6
Choctawhatchee, Pea & Yellow Rivers Watershed	3	3	3	3	2
Commerce	32	31	28	64	65
Conservation & Natural Resources	1,385	1,399	1,345	1,249	1,262
Corrections	3,929	3,944	3,905	3,532	3,421
Cosmetology & Barbering Board	27	31	28	26	26
Council on the Arts	17	17	17	17	17
Counseling Examiners Board	2	2	2	2	3
Credit Union Administration	8	9	10	10	12
Crime Victims Compensation Commission	27	29	30	30	32
Criminal Justice Information Center	49	53	0	0	0
Dietetics/Nutrition Practice Examiners	1	1	1	1	1
Early Childhood Education (formerly Children's Affairs)	35	73	112	123	132
Economic & Community Affairs	198	198	199	167	161
Education	773	879	848	857	800
Educational Television Commission	30	28	31	34	33
Emergency Management Agency	88	86	79	87	85
Environmental Management	586	586	589	586	580
Ethics Commission	17	17	17	16	15
Examiners of Public Accounts	182	187	171	158	148
Finance	473	474	474	496	481
Forensic Sciences	190	190	208	213	217
Foresters Registration Board	1	1	1	1	2
Forestry Commission	253	246	252	243	222
Funeral Services Board	3	3	3	4	4
General Contractors Licensing Board	17	17	17	15	16
Geological Survey	45	45	45	51	55
Governor	59	57	58	57	52
Governor's Mansion Authority	4	4	4	4	4
Health Planning & Development	8	8	7	9	11
Heating, A/C & Refrigeration Contractors Board	11	10	11	12	11
Historical Commission	72	67	61	63	63
Home Builders Licensure Board	17	17	16	17	15
Human Resources	4,018	4,185	4,139	4,141	4,148
Indian Affairs Commission	2	2	1	3	3
Insurance	141	138	136	141	151
Judicial Inquiry Commission	4	3	3	5	5
Labor (includes former Industrial Relations)	994	968	976	911	865

DEPARTMENT	2013	2014	2015	2016	2017
Liquefied Petroleum Gas Board	10	10	10	10	10
Manufactured Housing Commission	24	22	23	23	24
Medicaid Agency	578	592	572	578	572
Mental Health	1,244	1,272	1,120	1,165	1,226
Military	308	307	313	319	331
Nursing Board	48	48	51	52	52
Nursing Home Administrators Exam Board	1	1	1	1	1
Occupational Therapy Board	2	1	2	2	1
Office of Information Technology	2	3	3	6	13
Oil & Gas Board	37	34	38	28	29
Onsite Wastewater Board	4	5	5	6	7
Pardons & Paroles	522	518	494	525	591
Peace Officers Annuity & Benefit Fund	3	3	3	3	3
Peace Officers Standards & Training Commission	6	5	5	5	6
Personnel	90	94	98	93	90
Physical Fitness Commission	3	3	3	3	4
Physical Therapy Board	2	3	3	2	3
Plumbers & Gas Fitters Exam Board	15	20	16	17	18
Polygraph Examiners	1	1	1	1	1
Professional Engineers Registration Board	8	8	10	9	7
Psychology Examiners Board	0	0	1	1	1
Public Education Employees' Health Insurance Board	30	35	36	34	35
Public Health	3,159	2,983	2,943	2,974	2,836
Public Library Service	28	31	32	30	30
Public Safety (under ALEA)	1,189	1,167	0	0	0
Public Service Commission	94	79	76	73	71
Real Estate Appraisers Board	8	8	7	7	7
Real Estate Commission	33	35	33	36	35
Rehabilitaion Services	780	781	785	781	785
Retirement Systems	291	285	300	300	304
Revenue	1,174	1,139	1,143	1,140	1,119
Secretary of State	44	43	40	36	40
Securities Commission	51	50	51	55	58
Senior Services	40	42	45	44	42
Social Work Examiners Board	4	3	3	4	3
Soil & Water Conservation Commission	5	3	4	6	6
Speech Pathology & Audiology Exam Board	2	2	2	2	2
State Employees' Insurance Board	64	64	63	58	57
State Port Authority/Docks	187	187	188	176	167
Surface Mining Commission	27	28	24	23	21
Tax Tribunal	0	0	3	4	4
Tourism & Travel	57	57	60	70	70
Transportation	4,271	4,320	4,378	4,313	4,327
Treasurer	30	31	30	30	31
Veterinary Medical Examiners Board	4	5	4	5	5
Veterans Affairs	43	36	36	38	39
Women's Commission	1	1	1	1	1
Youth Services	464	432	435	432	434
Totals	30,471	30,611	30,402	29,924	29,688

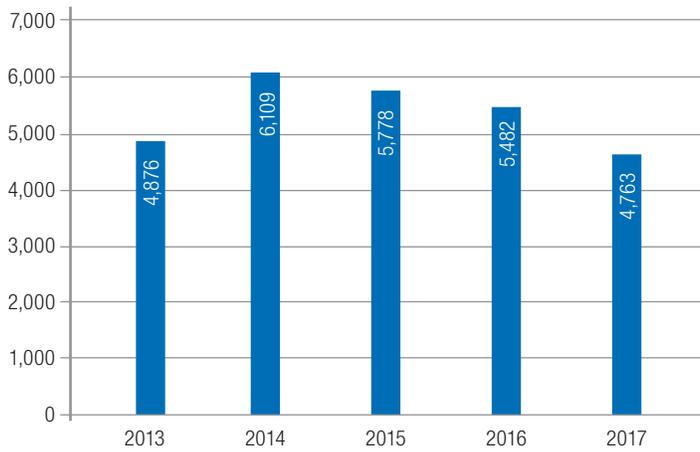
Recruitment & Selection

This past fiscal year, over 57,000 applications for State jobs were submitted. The names of nearly 96,000 applicants were certified to State agencies to be considered for State jobs.

Names Certified to Agencies

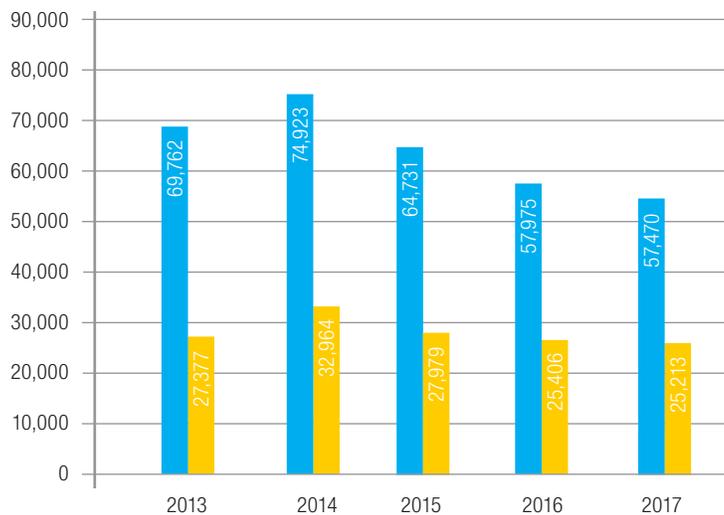


Applicants Appointed

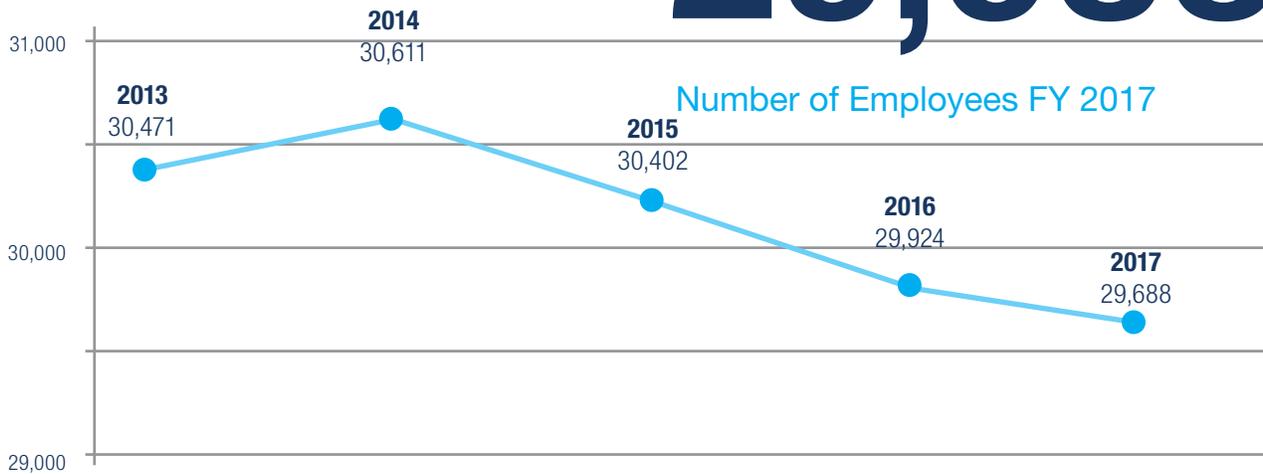


Applicant Information

Applications Processed ■
 Applicants Placed on a Register ■



29,688

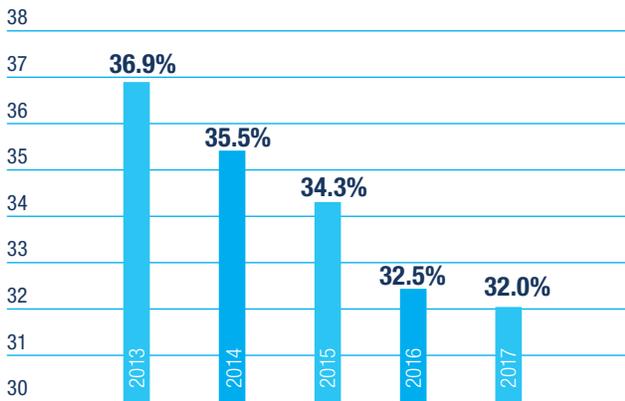


Total Number of Employees

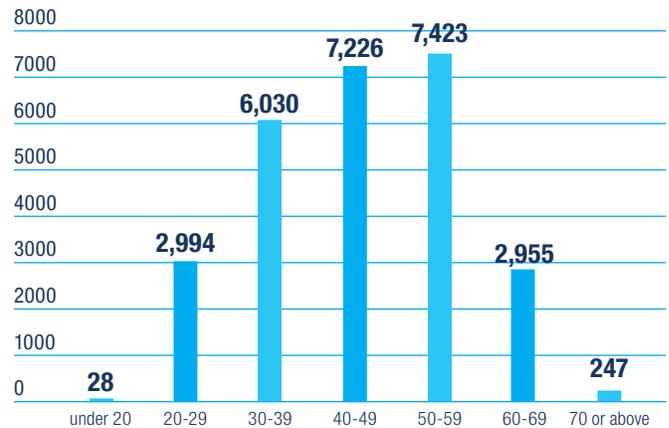
AGING WORKFORCE State workforce demographics reveal that 32 percent of employees are eligible to retire within the next five years. The average age of the State’s workforce increased slightly this year to 45.8 years old. The average years of service for all State employees is 12.3 years. The data in this chart excludes part-time, temporary, unclassified, exempt (except Mental Health exempt), and hourly Form 8 employees.

45.8

Average Age of a State Employee in FY 2017



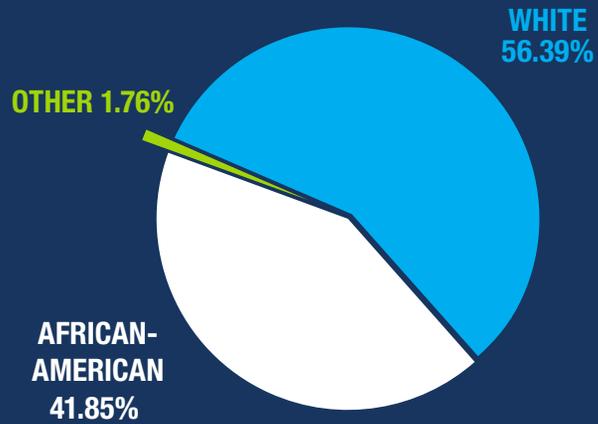
Percentage of Employees Eligible to Retire Within 5 Years*



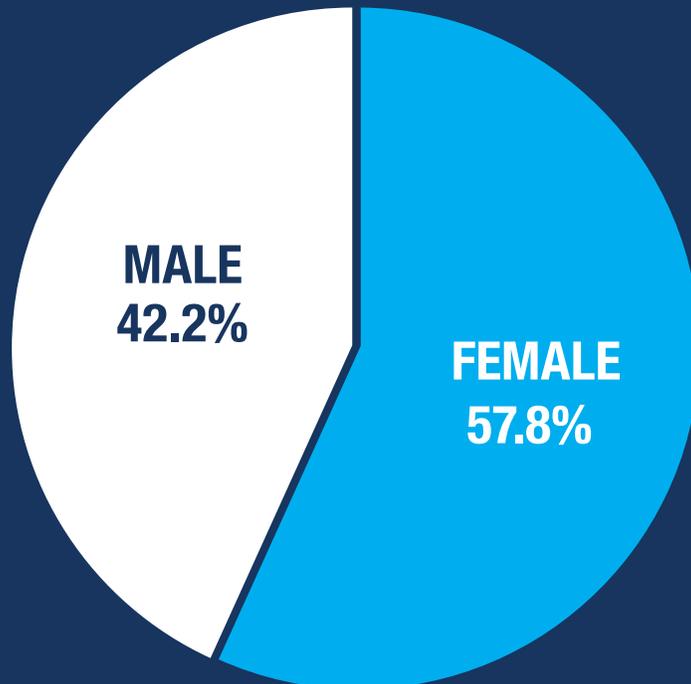
State Employees by Age

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

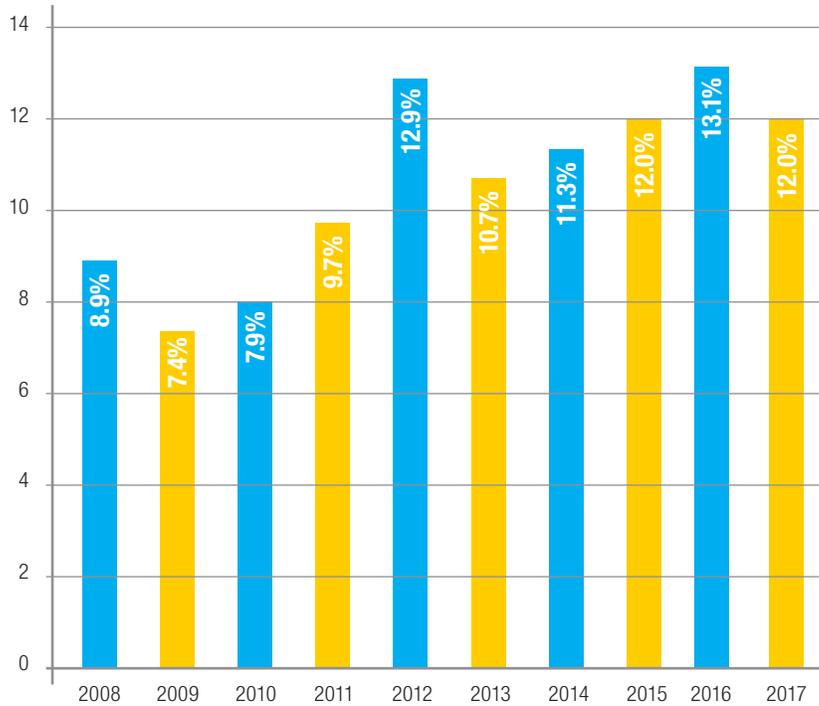
State Workforce by Race



State Workforce by Gender



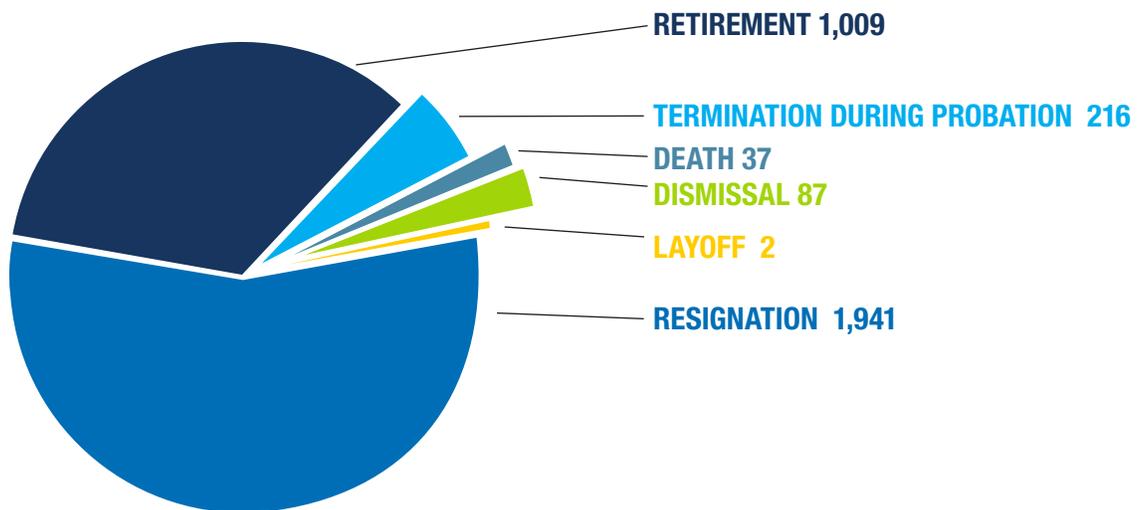
The data in this chart reflects full-time classified employees.



Turnover Rate Total Separations (Percent)

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

Separations by Type



Annual Leave Rankings

Maximum Days Granted Per Year		Maximum Accumulation Allowed	
State	Days	State	Days
South Carolina	30	Louisiana ²	Unlimited
Alabama ¹	29.25	Mississippi ³	Unlimited
Mississippi	27	Alabama	60
Virginia	27	Kentucky ⁴	60
North Carolina	26	Oklahoma	60
Oklahoma	25	Virginia ⁵	54
Kentucky	24	Florida ⁴	45
Louisiana	24	Georgia	45
Tennessee	24	South Carolina	45
West Virginia	24	Missouri	42
Georgia	22.75	Tennessee ⁴	42
Arkansas	22.5	West Virginia ⁶	40
Missouri	21	Arkansas	30
Florida	19.5	North Carolina ⁴	30

¹Maximum leave accrual is attained after a minimum of 25 years of service to the State.

²Though accumulation is unlimited, upon separation employees are paid only for a maximum of 37.5 days.

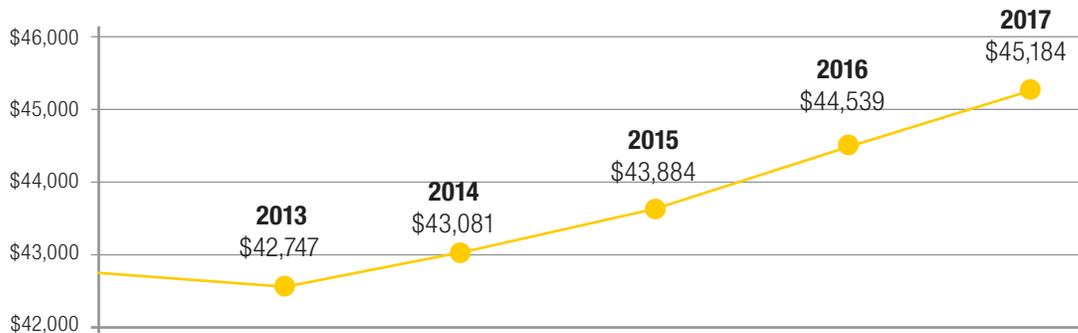
³Though accumulation is unlimited, upon separation employees are paid only for a maximum of 30 days.

⁴Annual days in excess of the maximum days permitted to accumulate are converted to sick leave.

⁵Payment upon separation is for a maximum of 42 days.

⁶Excess days may be used to purchase health insurance, if separation is for retirement.

Salary Information

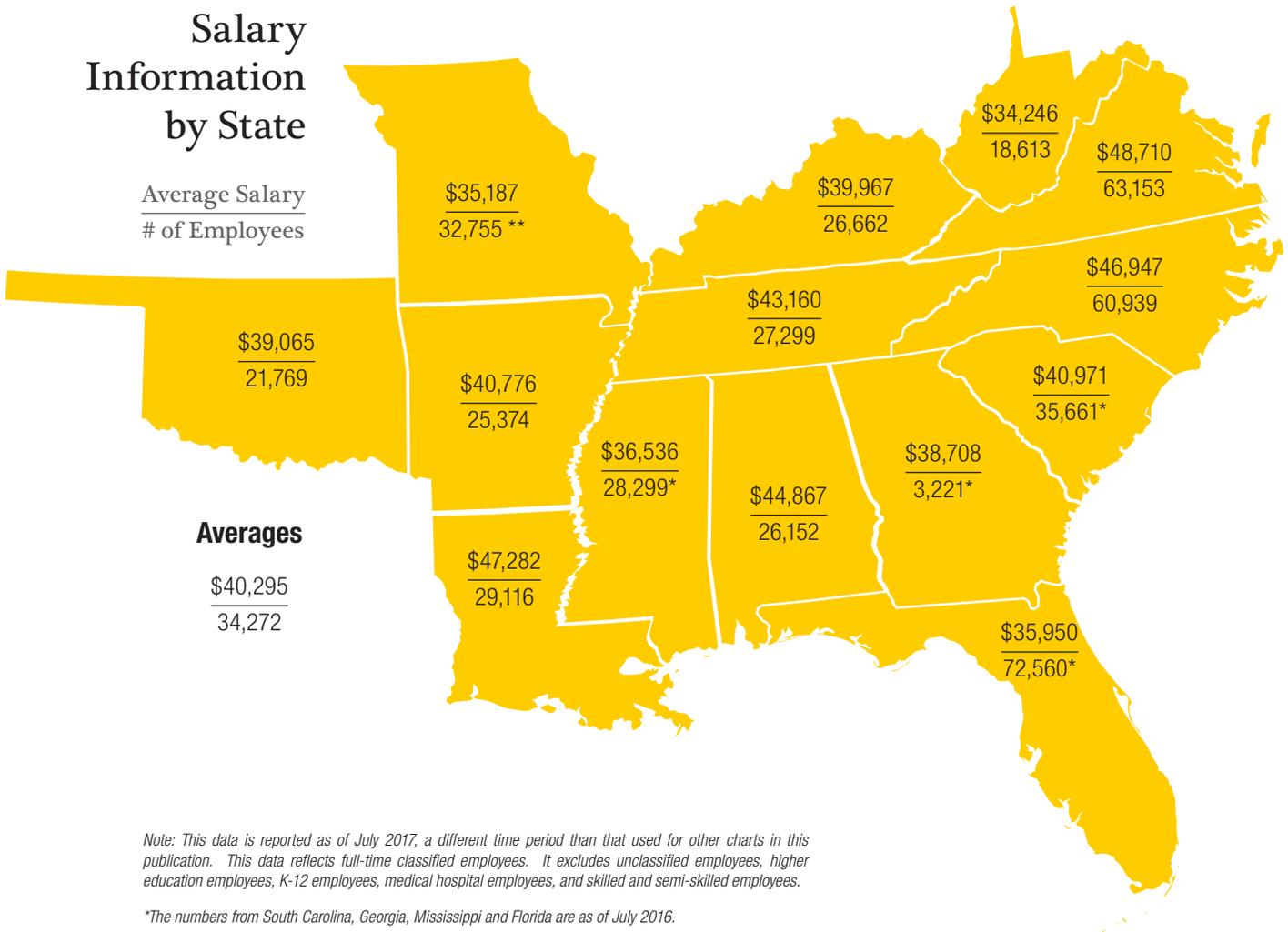


The information above reflects the average annual salary of full-time classified employees.



Salary Information by State

Average Salary
of Employees



Note: This data is reported as of July 2017, a different time period than that used for other charts in this publication. This data reflects full-time classified employees. It excludes unclassified employees, higher education employees, K-12 employees, medical hospital employees, and skilled and semi-skilled employees.

*The numbers from South Carolina, Georgia, Mississippi and Florida are as of July 2016.

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

Sick Leave Rankings

State	Days	State	Days
Kentucky	32	Florida ²	Unlimited
Louisiana	24	Kentucky ³	Unlimited
West Virginia	18	Louisiana ⁴	Unlimited
Georgia	16.25	Mississippi ³	Unlimited
Missouri	15	Missouri ³	Unlimited
Oklahoma	15	North Carolina	Unlimited
South Carolina	15	Oklahoma ³	Unlimited
Alabama	13	Tennessee	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	90

¹All employees hired before January 1, 1999 receive 15 days. ²After 10 years of service, employees are paid for 1/4 of their unused sick leave, up to 60 days.

³Unused sick leave has no cash value, but is credited towards retirement. ⁴Partial payment of sick leave is based on actuarial computation.

⁵After 5 years of service, employees are paid for 1/4 of their unused sick leave, up to \$5,000. ⁶At retirement, employees are paid for 1/2 of their unused sick leave, or may credit the time towards retirement. ⁷At retirement, employees are paid for part of their unused sick leave, up to \$7,500.

Holiday Rankings

Official Holidays Granted

State	Days	State	Days
Virginia ¹	17	West Virginia ⁴	12
Alabama	13	Kentucky ⁵	11.5
South Carolina	13	Oklahoma	11
Arkansas	12	Tennessee	11
Georgia ²	12	Mississippi	10
Louisiana ³	12	North Carolina	10
Missouri	12	Florida	9

(Includes Personal Leave Days)

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

⁵Additional, a holiday is granted for Presidential election days.





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