

Personnel Monthly

*Happy Holidays from the State
Personnel Department!*

Meet Carol Singletary from the Department of Finance and Risk Management

Volume 2, Issue 11

December 2008

Q: What led you to become interested in State employment?

A: "I was made aware of an opportunity to work in the Department of Risk Management under the leadership of someone for whom I have great respect, Ben Spillers, the State Risk Manager. I knew that under his direction and through working with the wonderful staff at Risk Management, I could grow professionally and have a chance to make a meaningful contribution to programs that can potentially impact all State employees."

Q: Could you tell us about your current position?

A: "I am currently the State Employee Injury Compensation Trust Fund (SEICTF) Program Manager. The Department of Risk Management decided to combine the employee injury program with the Employee Assistance Program (EAP) when I was hired in March, so I also oversee that program."

Q: The holiday season can be particularly hard for people, both emotionally and financially. The EAP offers counseling in many different areas. What can the EAP specifically help people with? Can you describe how employees can best utilize these benefits?

A: "For many people, holidays bring an increased level of stress and depression as a result of all the hustle and bustle. In an effort to pull off the perfect "Hallmark Holiday," the demands on your time can affect both your work and personal life. This year, people are trying to balance a sluggish economy, combined with a feeling of professional unease, while trying to keep up with parties, shopping, baking, cleaning, and caring for children and elderly parents. It is no wonder why we see an increased level of stress before and after the holiday season. However, the EAP, provided through the State of Alabama, can help you balance your time

demands and keep you productive at work.

Through the free and confidential EAP, employees have access to counseling and consultation services provided through Behavioral Health Systems. The EAP can assist with issues including finding a work-life balance, clarifying sources of personal distress, discovering solutions that reduce or resolve problems associated with stress, and assisting with personal relationships such as marital or family problems. To utilize these benefits, employees can contact their Care Coordinator at Behavioral Health Systems by calling (800) 245-1150.

The EAP also provides access to online services through "Solutions For Balanced Living," which can be found at <https://bhs-inc.personaladvantage.com/>. Employees can access the programs by using the password DORM. With this online program, you can access

*****Continued on Page 2

Special points of interest:

- **State Personnel Training Schedule**
- **Donated Leave Requests: Your fellow State employees need your help!**
- **The State Personnel Board is scheduled to meet on January 21, 2008.**

Inside this issue:

Ask Sharon	2
State Personnel Training Schedule	2
Ringling Brothers & Barnum and Bailey Discount Ticket Form	3
Personnel Department Information	4
Donated Leave Requests	4

Ask Sharon: Professional Development Conference Report

Sharon Massey is employed with the State Personnel Department's Training Program. To submit a work related question to Sharon, please email her at Ask-Sharon@personnel.alabama.gov.

"I just wanted to say a great big 'Thank You' for approving me to attend the Annual Professional Development Conference. On a scale of 1-10, I would certainly rate this conference a 10!" said, Donna Terry of the Alabama Department of Rehabilitation Services. Wow, what more can I add to such a resounding endorsement of our 22nd Annual Professional Development Conference for Administrative Support Personnel and State Secretaries? Judging by the evaluations of the 272 attendees, the conference was certainly a success!

The conference consisted of three

days packed with motivational, insightful and knowledgeable presenters. Ron Jones shared his thoughts on how to "Play Well With Others." Phyllis Alston was right on target with her presentation, "Taking Care of Business." The concurrent sessions offered pertained to business etiquette, dealing with difficult people, and time management. Each session was interactive and provided opportunities for the conference participants to learn new techniques and practices that will be applied to their professional and personal lives. One attendee said, "I wish all of our staff could have been able to attend and hear such outstanding presentations. I am going to share all the information I brought back with my co-workers in the office because I know it will be helpful to all of us."

Why Scale Back? Now we know... thanks to Miriam Gaines. She challenged all

of us to participate in the Scale Back Alabama program and shared information on how to get our departments involved. Finally, Martha Ann Hill's presentation on "Attitude Under Pressure" was humorous yet chocked full of practical advice.

On behalf of the Conference Planning Committee Chair Nadine Ellis, Co-Chair Shelia Puckett, Sandra Webster, Lori Montgomery, Melba Pouncy and Norma Taylor, we want to say "Thank you" to all of the agencies and departments that supported the Professional Development Conference. Without your support the Conference would not be possible. Additionally, the Planning Committee would also like to thank Governor Bob Riley, Finance Director Jim Main and State Personnel Director Jackie Graham for their continued support of this worthwhile event.

Personnel Training Schedule—January 2009

The seminars listed below are being offered in January. All training offered by Personnel is free to the employee and the agency. For more information visit the State Personnel Department website at www.personnel.state.al.us. To register for a class, please see your agency's training coordinator. We look forward to seeing you in class!

January 7: Family and Medical Leave Act "Regulations Update" in Montgomery

January 7: Americans With Disabilities Act "Regulations Update" in Montgomery

January 8: Customer Service in Montgomery

January 13: Performance Appraisal for Supervisors in Montgomery

January 14: Progressive Discipline in Montgomery



January 15: Americans With Disabilities Act "Regulations Update" in Montgomery

January 15: Family and Medical Leave Act "Regulations Update" in Montgomery

January 22: State Government Orientation: Personnel in Montgomery

January 23: State Government Orientation: Employee Benefits in Montgomery

January 27-28: Dynamics of Supervision in Montgomery

Meet Carol Singletary, Continued

a variety of tools to reduce holiday stress including articles such as "Help for the Holiday Blues" and "Holiday Spending: Be Generous, Not Stupid." Employees can also get tips for handling the financial stresses of the holidays, how to eat well during the holiday season and even electronic calculators to help you balance your financial responsibilities. Additional information available through the online program includes topics such as mental health, balanced life, financial health, legal issues and personal growth. It is also

important to maintain normal stress levels after the holiday season when life returns to normal and credit card bills start coming in and you need to lose those extra pounds. Be in touch with yourself and monitor whether these post-holiday blues could require extra attention through your EAP services."

Q: What do you feel are the greatest rewards from being in State service?

A: "I am grateful for the opportunity to have a role in developing and main-

taining programs that are valuable resources to State employees. The programs ultimately help our agencies achieve their mission to serve all the residents of Alabama. I am also particularly thankful to be able to work with such a dedicated team of professionals who strive to provide a great service to their fellow State employees.

Thank you, Carol, for your service, your time and your thoughtful answers!



State Employee Discount Tickets to The Greatest Show On Earth!



STATE EMPLOYEES OF ALABAMA



Prime Seat Tickets
at Discounted Prices

All Access Pre-Show
One-hour prior to the Show!
Free to all ticket holders.

Prime Seat Tickets for State Employees of Alabama

PRIME TICKETS - \$12.50 Thurs / \$20 Sat & Sun - regularly priced \$24 - Lower Level Sections
\$7.50 Thurs/\$10 Sat & Sun—regularly priced \$14 - Upper Level Sections

Opening Night Special! All Tickets* \$14.00		Order Early for Best Seats	
Wednesday, January 28, 2009..... 7:30 PM	ALL TICKETS*	<input type="checkbox"/> \$14.00	x # _____ = \$ _____
Thursday, January 29, 2009..... 7:30 PM	LOWER LEVEL <input type="checkbox"/> \$12.50	Upper Level <input type="checkbox"/> \$ 7.50	x # _____ = \$ _____
Friday, January 30, 2009 7:30 PM	<input type="checkbox"/> \$20.00	<input type="checkbox"/> \$10.00	x # _____ = \$ _____
Saturday, January 31, 2009 11:30 AM	<input type="checkbox"/> \$20.00	<input type="checkbox"/> \$10.00	x # _____ = \$ _____
Saturday, January 31, 2009 3:30 PM	<input type="checkbox"/> \$20.00	<input type="checkbox"/> \$10.00	x # _____ = \$ _____
Saturday, January 31, 2009 7:30 PM	<input type="checkbox"/> \$20.00	<input type="checkbox"/> \$10.00	x # _____ = \$ _____
Sunday, February 1, 2009 12:00 PM	<input type="checkbox"/> \$20.00	<input type="checkbox"/> \$10.00	x # _____ = \$ _____
Sunday, February 1, 2009 4:00 PM	<input type="checkbox"/> \$20.00	<input type="checkbox"/> \$10.00	x # _____ = \$ _____
* Prices include \$1 Facility Fee * Performance runs approximately 2 hours * Children who have celebrated their 2nd birthday need to purchase a ticket. Tickets are sold on a <i>first-come, first-served</i> basis. All sales final.		Handling Fee: \$ 6.00	TOTAL: \$ _____

Special Accommodations
 No. Wheelchair Seats _____
 No. Companion Seats _____

Fax Charge Orders to 1-888-587-1475
ORDER DEADLINE: Monday, Jan. 19, 2009

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NO, do not send special offers and/or advance show information via e-mail.



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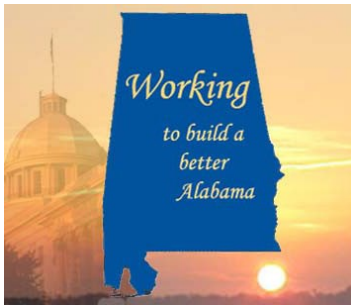
To print more copies of the form, go to: www.groupticketsplus.com/birmingham/139-stateofal.pdf

State Personnel Department

Folsom Administrative Building
64 North Union Street, Suite 300
Montgomery, AL 36130-4100

Editors: Katie Shuey and Brittany Woodham
Phone: 334-353-3747

E-mail: newsletter@personnel.alabama.gov



The Alabama Merit System law created the Personnel Department to be administered by a Personnel Director who answers to an independent board. The Board currently consists of five members who serve staggered six-year terms. Two members are appointed by the Governor, one by the Lieutenant Governor, one by the Speaker of the House, and one member is an elected classified state employee who is subject to all merit system rules and regulations.

By law the Board is required to meet once each month. Its principal functions are to:

- *adopt and amend rules and regulations;
*adopt and modify classification and pay plans;
*hear the appeals of employees who have been dismissed;
*represent the taxpayers' interest in the improvement of personnel management in the state; and
*advise and assist the Personnel Director.

The Personnel Department is divided into 9 major areas: Classification and Pay; Examination; Certification; Payroll and Personnel Audit; Information Technology; Training; Legal; Administrative Law Judge; and Special Projects. Please remember, the Personnel Department is here to protect the merit system and to serve as a resource for State employees and the citizens of Alabama!

The State Personnel Board is scheduled to meet on January 21, 2008 at 10:00 a.m. in the Board Room on the 3rd Floor of the Folsom Administrative Building in Montgomery. The meeting is open to the public.

Donated Leave Requests



To assist those who have qualified for catastrophic sick leave, State Personnel is listing the names of those State employees who are in need of donated leave. The following individuals need your help:

- Lynn Alford with Public Health;
David Allen with Human Resources;
Donnie Arnold with Pardons and Paroles;
Rachel Babb with Rehabilitation Services;
Jennifer Bell with Transportation;
Cassandra Belyeu with Tourism and Travel;
Jamie Brown with Transportation;
JenaAnne Campbell with Corrections;
L'Erin Carlis with Public Safety;
Miranda Carr with Economic & Community Affairs;
Bessie Carter with Mental Health;
Kissi Coley with Public Health;
Joni Coman with Revenue;
Michael Daniels with Transportation;
Velvet Davis with Youth Services;
Teresa Deairy with Public Health;
Cynthia Dominques with Corrections;
Mary Dove with Transportation;
James Farris with Revenue;
Clara Frost with Mental Health;
Jacqueline Gaines with Human Resources;
James Garlington with Transportation;
Kenneth Golson with Finance;
John Gray, Sr. with Transportation;
Mary Joan Greene with Public Health;
Hilary Gresham with Corrections;
Wanda Griffith with Corrections;
Erica Hall with Human Resources;
Latoria Henderson with Revenue;
Gloria Higgins with Human Resources;
Carly Hill with the Office of the Attorney General;
Danny Huggins with Transportation;
Jessica Ivy with Mental Health;
Larry Jackson with Corrections;
Wyman Jackson with Corrections;
Karlynn Johnson with Human Resources;
Pamela Johnson with Revenue;
Tammye Johnson with Revenue;
Glenda Johnston with Mental Health;
David Keeton with Industrial Relations;
Andrew King with Transportation;
Dawn Renee Lane with Conservation;
Carmen Leonard with Transportation;
J. Roger Lovelace with Public Health;
Brenda Lyles with Transportation;
Joseph Mallard with Transportation;
Joe Marshall with Youth Services;
Joe Marvin, III with Transportation;
Lillian McCray with Mental Health;
Sharon McGill with Revenue;
Lori McInerney with Transportation;
Roger Meadows with Transportation;
Shelly Means with Mental Health;
Pamela Melton with Public Health;
Walter Mendenhall with Public Safety;
Barbara Mills with Human Resources;
Shannon Mitchell with Public Health;
Elise Moore with Rehabilitation Services;
Patricia Mulcahy with Environmental Management;
Chiquita Murrell with Transportation;
Andrea Nall with Medicaid;
Tracy Parks with Human Resources;
Jennifer Pelham with Examiners of Public Accounts;
Jan Perry with Corrections;
Kathie Peters with Public Health;
Amy Pickett with Industrial Relations;
Regina Portis with Mental Health;
Barbara Pritchett with Human Resources;
Florence Randolph with Transportation;
Stephanie Reynolds with Mental Health;
John Rhodes with Revenue;
Martha Roberts with Public Health;
Steve Rogers with Transportation;
Bonnie Russell with Transportation;
Stephanie Sammons with Transportation;
Jason Sassin with Public Safety;
Stacey Satterfield with Public Health;
Florence Saxton with Transportation;
Sandra Scott with Public Health;
Latoya Shannon with Public Health;
Katherine Sharich with ABC Board;
Dawn Sladek with ABC Board;
Mike Smith with Corrections;
Patricia Smith with Human Resources;
Jacqueline Stokes with Human Resources;
Joan Thompson with Conservation;
Carl Thornell with Corrections;
Timothy Townsend with Revenue;
Gregory Tubbs with Transportation;
Rachel Vaughan with Human Resources;
Delicia Vinson with Transportation;
Curtis Walker with Conservation;
Kory Ward with Tourism and Travel;
Donna Whatley with Education;
Johnnie Williams with Mental Health;
Martina Willis-McCullough with Rehabilitation Services; and
Evelyn Wright with Mental Health.

For more information on how to donate leave to one of these individuals, please visit the State Personnel Department website at www.personnel.state.al.us. To donate your leave to a qualified employee, please visit your personnel manager and request a Form 25A or download it from the State Personnel website.