

Personnel Monthly

State Personnel Department

State Employee Recognition Day is May 8, 2009!

Mark your calendar! Governor Riley has proclaimed May 3 through May 10, 2009 as State Employee Recognition Week. To see a copy of the Proclamation recognizing State employees, please visit the State Personnel Department's [website](#). Two major events will take place during State Employee Recognition Week. The Montgomery Biscuits are hosting the fifth-annual State Employee Recognition Night on Thursday, May 7, 2009! Join them for great baseball and super entertainment as the Biscuits take on the Birmingham Barons at 7:05 p.m. Gates will open at 4:45 p.m. just for State employees so kids can enjoy free inflatable games in Big Mo's Dugout until 5:50 p.m. State of Alabama Employees will receive discounted beverages at the game, including 22 oz. fountain drinks for \$2.00! Other beverage discounts will also be offered. During the baseball game, the names of those employees nominated for the State Employee of the Year will be listed on the big screen. Additionally, the second annual Employee Recognition Day will be held May 8, 2009. To view the flyer, visit the State Personnel Department's [website](#). Last year's event was a huge success and this year's event promises to be even bigger and better! The State Personnel Department hosts the event to recognize State employees, who continue to work tirelessly for the citizens of Alabama. The event is also a

way to highlight all of the hard work and achievements of State of Alabama employees. The State Employee Recognition Day party will be held from 11 a.m. to 1 p.m. on the pavilion of the Gordon Persons Building. Free parking is available in the Cramton Bowl lot and is a short two block walk to the Gordon Persons Building.

Free popcorn, as well as lemonade and bottles of water will be available while they last. Additionally, Chick-Fil-A, Boomer T's Barbeque, Papa John's and Catfish One will be at the event selling lunch items at discounted prices. Dessert vendors have been added this year and will include Mini Melts and Cone Zone. Chick-Fil-A will be offering an Original Chicken Sandwich, chips and a brownie for \$5.00, or \$6.00 with a bottled drink. Boomer T's will be offering a combo for \$5.00, which will include chips, a canned drink and your choice of a pulled pork sandwich, pulled chicken sandwich, or hamburger. The price will be \$2.00 for a slice of Papa John's pizza, which will be offered in pepperoni, sausage and cheese. Catfish One will be offering a catfish sandwich for \$4.00, a catfish and shrimp plate for \$5.00 and canned drinks for \$.50. Mini Melts will be selling their famous large frozen ice cream for \$5.00. The Cone Zone will be offering refreshing large shaved ice in your choice of over 20 flavors for only \$3.00. Additionally, The Cone Zone will be

offering "Cheesecake on a Stick" in plain, chocolate and/or nuts for only \$4.00.

While eating and socializing, State employees will be able to enjoy DJ music, provided by the Alabama State Employees Credit Union. The State Personnel Department will also announce the winners of the Executive, Legislative and Judicial Employees of the Year! The winners will receive a plaque commemorating their service, as well as a certificate for a free weekend at the Marriott Shoals, provided courtesy of the RSA.

Fabulous door prizes are another great reason to attend. Prizes will include: tickets to a Montgomery Biscuits baseball game, the Montgomery Zoo, the Montgomery Performing Arts Centre, the Alabama Shakespeare Festival, a T-Mobile cellular phone, a \$100 gas card, a \$100 grocery card, restaurant and movie gift cards and much more! We will also be giving away free goodies and coupons to Six Flags. Drawing forms will be available for you to fill out, but for quick entry, bring one of your business cards to drop in the entry box. Please make plans to attend this fun and entertaining party in your honor!

For those of you who work outside of Montgomery, and therefore cannot attend the event on May 8, you will not be

****Continued on Page 3

Volume 3, Issue 3

March and April 2009

Special points of interest:

- **State Personnel Training Schedule**
- **Donated Leave Requests: Your fellow State employees need your help!**
- **The State Personnel Board will meet May 13, 2009.**

Inside this issue:

Training Schedule	2
A Thank You to Ms. Joyce O'Neal for her State Service	2
Meet Legislative Extern, Sarah Catherine Carey	2
March was Certified Government Financial Manager Month	3
Legislative Update	3
Donated Leave Requests	4



Happy Birthday, Merit System!

The Merit System turned 70 years old! The law providing for the Merit System was passed March 2, 1939. By October 1, 1939, all positions had been studied and classified and the rules of operation for the plan had been prepared and adopted. The system was declared in full effect on that day.

Personnel Training Schedule—May and June 2009

The seminars listed below are being offered in the months of May and June. All training offered by the State Personnel Department is free to the employee and the agency. For more information visit the State Personnel Department [website](#). To register for a class, please see your agency's training coordinator. We look forward to seeing you in class!

MAY:

May 5:
"Performance Appraisal for Supervisors" in Montgomery

May 6:
"Progressive Discipline" in Montgomery

May 7:
"Employment Law for Supervisors" in Montgomery

May 12:
"Interview and Selection" in Montgomery

May 19-20:
"Dynamics of Supervision" in Montgomery

JUNE:

June 9:
"Performance Appraisal for Supervisors" at the Transportation Department in Mobile

June 10:
"Progressive Discipline" at the Transportation Department in Mobile

June 11:
"Family and Medical Leave Act" morning session at the Transportation Department in Mobile

June 11:
"Sexual Harassment Prevention" afternoon session at the Transportation Department in Mobile

June 16-17 and June 23-24:
"Train the Trainer: The Basics" in Montgomery



A Thank You to Ms. Joyce O'Neal for Outstanding State Service

The State Personnel Department formally thanks Ms. Joyce O'Neal for her dedicated service to State employees since she was elected to the State Personnel Board in 2003. Ms. O'Neal was elected by her fellow employees to serve as their representative on the State Personnel Board. Over the past years, Ms. O'Neal has served with compassion, dedication and honor in her posi-

tion as a State Personnel Board member.

Ms. O'Neal has been employed with the Department of Human Resources for thirty-five years. During that period, Ms. O'Neal has been a social worker in Dallas County, served as the Director of Food Assistance for DHR and most recently filled the position of Regional Manager for the Department of Human Resources. She has been

known for her leadership positions in the community, the workplace and with civic organizations.

On May 1, 2009, Ms. O'Neal will retire from State service. While we will miss her and the penchant she has for advocating for State employees, we wish her a happy retirement!

Meet Sarah Catherine Carey, Legislative Extern

Sarah Catherine Carey is a second year law student at Jones School of Law in Montgomery. She has volunteered her time as an extern for the State Personnel Department during the 2009 Legislative Session in exchange for class credit. We want to thank Sarah Catherine for her hard work and dedication to State employees.

Q: What made you apply for your legislative externship with the State Personnel Department?

A: "I have been very interested in seeing the legislative side of the legal process, and working with State Personnel this session was a great way to do just that. I have spent time working in law firms and taking trial advocacy classes, but I

have always wanted to gain experience in, and learn more about, the legislative process."

Q: What have you learned during your externship?

A: "Many things! Not only have I learned the basics of legislative process, but the intricacies of the process as well. I have been able to improve my interview, writing and analytical skills. All of these aspects will help me when I enter the field of law. I have also learned how to be a better advocate. The lawyers and staff in the State Personnel Department go to great lengths to help promote and protect State employees. It has been inspiring to me to see how hard they

work for State employees."

Q: What did you find most rewarding about working for State employees?

A: "The most rewarding part of working for the State Personnel Department is working with legislators to pass legislation that will protect and support state employees. State employees work tirelessly to help the state, and it is a wonderful and rewarding experience to be able to work hard for them to see that their interests are protected."

Q: Auburn or Alabama?

A: "Neither! I graduated from the University of Georgia! GO DAWGS!"

State Employee Recognition Day, Continued

left out. We have encouraged agencies to honor all State employees sometime during the week of May 3 through 10, including those located in county offices. We have also planned a special drawing for those employees who are not located in Montgomery. To win tickets to the International Motor Sports

Hall of Fame or Disney on Ice, simply email us at newsletter@personnel.alabama.gov. Please include "drawing" in the subject of the email and list your name, agency and address.

State Employee Recognition Day is a national initiative started by the National

Association of State Personnel State Executives (NASPE). If you would like to learn more about the national program, visit the NASPE [website](#).

March was Certified Government Financial Manager Month

Governor Bob Riley, the former Mayor Charles W. Jinright, and the Association of Government Accountants (AGA) declared March 2009 as "Certified Government Financial Manager (CGFM) Month." The CGFM designation has become the standard by which government financial management professionals are measured.

The citizens of Alabama desire greater accountability and effective financial management from all levels of their government. Government financial professionals achieving CGFM certification demonstrate knowledge, ethics and competence in the field of government financial management to meet citizens' expectations and to make govern-

ment better.

The CGFM Committee would like to recognize the following government employees for their professional achievement: Kathleen Baxter, Kathleen Brantley, Robert Brantley, Jr., Becky Brassfield, Lois Brown, Edith Burseson, Lisa Chadwick, Rachel Chou, Wayne Cobb, Calvin Cooper, Fran Copeland, Carolyn Courson, Larry Curvin, Billy Ray Daniels, Dr. Keren Deal, Avito DeAndrade, Marilyn Dozier, Peter Dranka, Steven Emerson, Bill Flowers, Ann Franklin, Pat Haigler and Janice Hamm. Also recognized are Debra Hangen, Lamar Harris, Pam Harris, Veronica Harris, Robert Harrison, Karen Herman, Michael Hudson, Susan Jones, Violet Jones, Dr.

Ed Kamnikar, Dr. Judy Kamnikar, Roy Keen, Michael Knighten, Pamela McCoy, Lamar McDavid, John McGee, Angela McRay, Mary Nobles, Kenneth Odom, Angela Palmer, Benjamin Powell, III, Mary Quattlebaum, Kelly Rhodes, Sharon Russell, Vernita Saunders, Lane Sauser, Donna Snyder, Sandra Steele, Walter Thomas, Jr., Donna Tidmore, Norman Turnipseed, Macaroy Underwood, Charlene Wachs, Thomas Whitacre and Joshua Zender. For more information about CGFM, please call 800-AGA-7211 or visit www.agacgfm.org. The CGFM Committee members are Sandra S. Steele, Chair, Lorraine Deramus and Marcus Johnson.

Legislative Update

The State Personnel Department has been working hard to ensure that the bills supported by the department are passed. Of utmost concern right now is the passage of the Employee Protection bill. This bill states that a state agency or appointing authority may not abolish a classified position through the layoff provisions if the state agency or appointing authority is employing an individual or individuals outside the Merit System to perform substantially similar duties. The House version of the bill (House Bill 220) is sponsored by Representative Hill and the Senate version (Senate Bill 114) is sponsored by Senator Means. The House version of the bill was passed by the House, and has now had its second reading in the Senate. This means that the Senate, as a body, is ready to vote on it. The Senate version of the bill has been passed out of the House committee and is ready to be voted on by the full body of the House. The next step will be for both versions of the bills to have their third reading, after which they will go to the Governor for signing.

The Employee Identity Protection bill has also been successful in passing the

Senate. The bill (Senate Bill 297), which is sponsored by Senator Beason, will limit access to a person's identifying information, ultimately protecting State employees from identity theft and fraud. State employees' files are currently available for public inspection. The bill would allow a State department or agency to redact, remove or cover identifying information such as date of birth, home address, home phone number and financial information, unless the State employee has previously given consent to release such information. This important bill has passed through the Senate, and is now awaiting action in the House Government Operations Committee. Thanks to Senator Beason, State employees' personal information is one step closer to being protected.

The State Employees' Suggestion Incentive Program bill, which will grant financial incentive awards to State employees whose adopted suggestions result in a substantial financial savings or improvement in the efficiency of State operations, is currently making its way through both the Senate and the House. The Senate version of the bill (Senate Bill 144) is sponsored by Senator Bed-

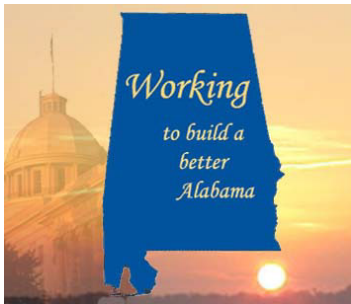
ford. Currently, the Senate version of the bill has received its second reading. The next step will be for this bill to be voted on by the full body of the Senate. If the bill receives a majority vote then it will be sent to the House to follow the same process. The House version of this bill, (House Bill 603) was introduced by Representative Keahey, and has passed out of the House Boards and Commissions Committee. During these difficult economic times, the passage of this bill has the potential not only to help State agencies, but you as well.

If you have any questions or concerns, please contact your legislators. It is their job to represent you, so make sure to share your opinions, concerns or questions! To obtain the name and contact information of your State Representative and Senator please visit the [Alabama State Legislature website](#). Simply scroll about half way down the page and the "Find Your Legislator" box will be on the left side of the page. Please contact your legislators and tell them why these bills are important to you as a State employee.

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/Records 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 May 13, 2009 at 10 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:

- Addie Allen with Public Health;
Julia Anglin with Medicaid;
Donna Barton with Environmental Management;
Cassandra Belyeu with Tourism and Travel;
Barbara Betts-Brown with Education;
Mary Bradley with Public Health;
Arthur Bristow with Revenue;
Alan Bryant with Transportation;
Allegra Burroughs with Board of Cosmetology;
Sandy Calhoun with Public Health;
JenaAnne Campbell with Corrections;
April Capri with Human Resources;
William Childree with Transportation;
Barbara Cleveland with Pardons and Paroles;
Phyllis Cleveland with Public Health;
Kissi Coley with Public Health;
Joni Coman with Revenue;
Toni Dawson with Public Health;
Traci Eaton with Rehabilitation Services;
Pamela Elmore with Revenue;
Brenda English with Public Health;
James Farris with Revenue;
Clara Frost with Mental Health;
Marjorie Fulmer with Pardons and Paroles;
Jacqueline Gaines with Human Resources;
Kelvin Gary with Corrections;
Kenneth Golson with Finance;
Murphy Golson with Transportation;
Unica Gray with Corrections;
Mary Joan Greene with Public Health;
Ashley Hall with Banking;
Angela Hamilton with Corrections;
Raffen Hardy with Transportation;
Terry Hebert with Transportation;
Gloria Higgins with Human Resources;
Carol Hobby with Education;
Jessica Ivy with Mental Health;
Jamice Jackson-Harris with Emergency Management;
Karlynn Johnson with Human Resources;
Joni Jones with Human Resources;
Valerie Jones with Transportation;
Nancy Kelley with Industrial Relations;
Andrew King with Transportation;
Dawn Renee Lane with Conservation;
John D. Lee with Mental Health;
Hilda Lott with Human Resources;
James Roger Lovelace with Public Health;
Harry Lyles with Transportation;
Joseph Mallard with Transportation;
William Mallory with Education;
Joe Marvin, III with Transportation;
Barbara Mills with Human Resources;
Shannon Mitchell with Public Health;
Tiniko Modley with Revenue;
Paula Montgomery with Education;
Gary Moore with Transportation;
Casandra Morrow with Human Resources;
Andrea Nall with Medicaid;
Andrea Northcott with State Military;
Penni Parker with Mental Health;
Tracy Parks with Human Resources;
Arlanda Perkins with Education;
Jan Perry with Corrections;
David Petty with Agriculture and Industries;
Barbara Pritchett with Human Resources;
Mary Ray with Mental Health;
Stephanie Reynolds with Mental Health;
Candace Rhoades with Corrections;
Olivia Richardson with Revenue;
Amanda Ricks with Pardons and Paroles;
Bonnie Russell with Transportation;
Stephanie Sammons with Transportation;
Jason Sassin with Public Safety;
Katherine Sharich with ABC Board;
Doyle Sims with Transportation;
Rebecca Speaks with Finance;
Brittney Stein with Board of Nursing;
Kimberly Taylor with Public Health;
Monica Taylor with Transportation;
Lois Thomas with Human Resources;
Joan Thompson with Conservation;
Cassandra Toles with Medicaid;
Kathleen Trickle with Mental Health;
Kory Ward with Tourism & Travel;
Vercilla Watkins with Education;
Sharon Watson with Transportation;
Gena Watts with Mental Health;
Joyce Watts with Human Resources;
Donna Whatley with Education;
Angela White with Corrections;
Cheryl White with Insurance;
Jessica Wilson with Public Health;
Chiquita Wilson-Penn with Human Resources; and
Madelina Woods with Transportation.

For more information on how to donate leave to one of these individuals, please visit the State Personnel Department website. 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.