

NINE HUNDRED SEVENTY-NINTH
MEETING
OF THE
STATE PERSONNEL BOARD

July 19, 2017

The State Personnel Board met in regular session in the office of the State Personnel Department at 10:00 a.m. on July 19, 2017.

Members Present

Ms. Faye Nelson, Acting Chairman

Ms. Liane Kelly

Mr. Myron Penn

Mr. Evan M. Thornton

Member Absent

Mr. Joe N. Dickson, Chairman

Others Present

Jackie Graham, Personnel Director

Alice Ann Byrne, Deputy Personnel Director

Tara Hetzel, General Counsel

- I. Board Chairman Faye Nelson opened the meeting.
- II. On motion of Liane Kelly, seconded by Myron Penn, the minutes of the June meeting were approved.
- III. SPECIAL PAY ISSUE

At the request of the Department of Veterans Affairs, the Board increased the salary from \$47,757.60 to \$50,119.20 (to be paid at the semi-monthly arrears rate of \$2,088.30) for Wendi R. Findley who serves as Executive Assistant II, class code 99002. This increase is effective September 2017. Also, the Board assigned the position to Executive Assistant III, class code 99003, at salary range 75 (\$41,258.40 - \$62,529.60). Motion made by Evan M. Thornton, seconded by Liane Kelly.

IV. ISSUES CONCERNING OVERTIME PAYMENTS

- A. At the request of the Department of Human Resources, the Board authorized payment of overtime to FLSA non-exempt employees who are required to work extra hours in connection with state or nationally declared emergencies. Overtime is requested from August 1, 2017 through July 31, 2018 at a cost not to exceed \$400,000.00; of which the majority would be paid with federal funds. Classes typically involved include the following:

<u>Class Code</u>	<u>Class Title</u>
10196	Administrative Support Assistant I
10197	Administrative Support Assistant II
10198	Administrative Support Assistant III
10314	Graphic Arts Specialist
10410	Data Entry Operator
10421	IT Operations Technician
10515	Programmer
10525	IT Systems Technician
10526	IT Systems Technician, Senior
10601	Account Clerk
10605	Accounting Technician
10611	Accountant
10612	Staff Accountant
10801	Equal Employment Officer
10830	Personnel Assistant I
10831	Personnel Assistant II
10832	Personnel Assistant III
10911	Stock Clerk I
10920	Warehouse Worker
10924	Warehouse Supervisor
10930	Inventory Control Officer
10948	Departmental Procurement Officer I
11102	Statistician
11501	Docket Clerk
11503	Legal Research Assistant
11504	Paralegal
11978	Departmental Operations Specialist
50113	Senior Economic Assistant Specialist (T)
50212	Child Care Consultant
50221	Senior Social Worker

50246	Social Service Caseworker
50247	Financial Support Worker
50248	Social Worker
80101	Custodial Worker
90101	Laborer
90103	Utility Laborer
90501	Maintenance Repairer
90597	Plant Maintenance Supervisor I

Motion made by Liane Kelly, seconded by Myron Penn.

- B. At the request of the Retirement Systems of Alabama, the Board approved a one-year extension of authorization to pay overtime to FLSA non-exempt employees for the period August 1, 2017 through July 31, 2018. Classifications typically involved in this overtime include the following:

<u>Class Code</u>	<u>Class Title</u>
10121	Clerk
10196	Administrative Support Assistant I
10197	Administrative Support Assistant II
10198	Administrative Support Assistant III
10421	IT Operations Technician
10515	Programmer
10525	IT Systems Technician
10601	Account Clerk
10605	Accounting Technician
10611	Accountant
10831	Personnel Assistant II
10832	Personnel Assistant III
10875	Retirement Counselor
10876	Senior Retirement Counselor
10911	Stock Clerk I
10912	Stock Clerk II
11949	Health Insurance Assistant
11978	Departmental Operations Specialist
80101	Custodial Worker
90101	Laborer
90103	Utility Laborer
90140	Grounds Worker
90501	Maintenance Repairer

90503 Plant Maintenance Worker
90597 Plant Maintenance Supervisor I

Requests for retirement applications and insurance changes peak during open enrollment in the Teachers' Retirement and PEEHIP Divisions. Work performed by these two divisions generates increased workloads for IT, Office Services, and Member Services Divisions. Member Services must maintain adequate staff to assist an unpredictable number of daily office visitors, phone, and email inquiries. The IT Division is also heavily involved in the final phase of a 3-5-year project to replace the Pension Administration system and the Document Imaging system. Employees in the RSA Real Estate/Maintenance Division may be needed to provide assistance to tenants in RSA buildings with after hour problems that arise and routine maintenance performed on weekends. It is estimated that employees will work approximately 4,925 hours of overtime at a cost not to exceed \$98,500.00. Motion made by Myron Penn, seconded by Liane Kelly.

- C. At the request of the State Port Authority, the Board approved an extension of authorization to pay overtime to FLSA non-exempt employees in the classifications of Police Communications Officer I, class code 21121; Police Communications Officer II, class code 21122; Docks Operations Supervisor, class code 11825; and Docks Production Maintenance Supervisor, class code 90594, who are required to work overtime during emergency situations such as tropical storms, hurricanes, equipment failures, shutdowns and/or upgrades, or during heightened security measures implemented by state or federal directives. Overtime is needed from July 1, 2017 through June 30, 2018. Motion made by Myron Penn, seconded by Evan M. Thornton.

V. SPECIAL MERIT RAISE

At the request of the State Port Authority, the Board granted a 3-step special merit raise to Richard B. Scott, Docks Terminal Assistant Superintendent, class code 11851. Motion made by Liane Kelly, seconded by Myron Penn.

VI. ORAL ARGUMENT

The Board heard an oral argument in the dismissal appeal of Myron A. Chappell from the Department of Corrections.

VII. EXECUTIVE SESSION MOTION

Liane Kelly moved that the State Personnel Board go into Executive Session to consider the discipline or dismissal of a public employee and to deliberate and discuss evidence or testimony presented during a public or contested case hearing, and to discuss the general reputation and character of an individual and for the purpose of discussions with the Board's attorney concerning the options for, the ramifications of, pending or potential, litigation, mediation, and arbitration in accordance with Sections 7(a)(1), (2), (3) and (9) of the Open Meetings Act.

Tara Hetzel, a licensed attorney for the State of Alabama, certified that the reasons as stated in the motion are true and correct and are what will be discussed in Executive Session.

Myron Penn seconded the motion. Liane Kelly, Myron Penn, Evan M. Thornton and Faye Nelson voted in favor of the motion.

Before convening to Executive Session, Chairman Faye Nelson announced the Board would reconvene in open session in approximately ten minutes.

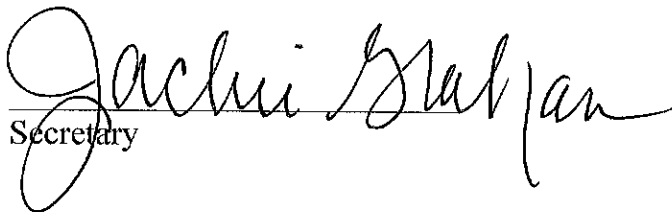
VIII. BOARD ORDER

The following action was taken on a pending case:

Myron A. Chappell, Department of Corrections: Reinstated with appropriate back pay and benefits reduced by any interim earnings. Motion made by Myron Penn, seconded by Liane Kelly.

It was announced that the next scheduled meeting of the State Personnel Board will be August 16, 2017 at 10:00 a.m.

There being no further business, at 11:05 a.m. the meeting was adjourned on motion made by Liane Kelly, seconded by Myron Penn.

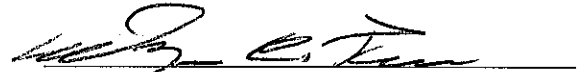

Secretary

Joe N. Dickson, Chairman

Faye Nelson, Acting Chairman



Liane Kelly



Myron Penn

Chairman



Evan M. Thornton