

Personnel Monthly

State Personnel Department

Your Cost of Living Increase

As many of you know, the Alabama State Legislature passed a cost of living increase for all state employees during the last legislative session. As a result, state employees will receive a 3.5% increase in their paychecks starting October 1, 2007. If you are interested in seeing what your new pay will be, please visit our website at personnel.state.al.us and click on the link entitled



“2007 COLA Adjustments.” There you can look up the new semi-monthly pay rates. The Legislature also ensured that all state employees will receive an additional 3.5% cost of living increase effective October 1, 2008. We are all grateful for the efforts of the legislators in this matter.

NOTICE:

If you know a state employee who deserves to be interviewed in Personnel Monthly, please email the person’s name, title, department, and contact information to newsletter@personnel.alabama.gov

Volume 1, Issue 3
September 25, 2007

Personnel Training Schedule

The following seminars are being offered in October. All training offered by Personnel is free to the employee and the agency. For more information talk with your supervisor or visit the Personnel Department’s website at www.personnel.state.al.us. We look forward to seeing you in class!

October 3-4 & 10-11: Train the Trainer, The Basics - Montgomery

October 5: FMLA - Montgomery

October 19: Employment Law - Mobile

October 22: FMLA - Mobile

October 23: Progressive Discipline - Montgomery

October 25: Employment Law - Montgomery

October 30: Interview and Selection - Montgomery

Don’t forget to check out next month’s article on the Professional Development Conference for State secretaries and administrative staff, which will be held December 4-6 in Orange Beach!

Meet Mike Older: Forestry Commission Employee

Michael Older was recently named the Outstanding Inspector of the Year by the American Tree Farm System.

Q: What made you go into State Service?

A: “I went to work in a family forest products business after graduating from Forestry School at Auburn in 1982. In 1990 I decided to leave the business. Several of my forestry school bud-

dies had taken forest industry jobs and in the eight years, many had changed companies more than once or moved several times. With some investigation, I determined that the Alabama Forestry Commission would offer a more stable work environment with less chance of having to move around. The pay was lower initially than two other industry jobs I had applied for, but I felt the overall

benefits would compensate for the lower salary. Additionally, I had been procuring pole timber and overseeing logging operations for the business. Working with the State has provided an opportunity to practice forest management and work with the landowners in managing their property instead of just being on the product side of forestry.”

*****Continued on Page 2

Special points of interest:

- Your Cost of Living Increase
- Let the State help you with your Tobacco Addiction
- Healthwatch
- Donated Leave Requests: Your fellow state employees need your help!

Inside this issue:

Tobacco Cessation Program	2
Ask Sharon	2
Meet Mike Older, Cont’d.	2
Healthwatch	3
State Personnel Department	4
Donated Leave Requests	4

Call 1-800-Quit Now for Free Help Quitting Tobacco

Help for Alabamians who want to quit using tobacco is just a phone call away. The Alabama Tobacco Quitline is a telephone-based tobacco cessation service that provides support materials, counseling services, referrals to community-based programs and nicotine patches for Alabama citizens. All you have to do is dial 1-800-Quit-Now (1-800-784-8669).

The call is free, the counseling is free, and the nicotine patches are free. That's right, if callers are medically eligible, they may receive up to four weeks of free nicotine patches!

Any Alabama resident can call the Quitline for information or to sign up for an individualized quit plan with counseling and nicotine therapy. When you are ready to quit tobacco, the Quitline is ready to help you.

Callers can contact the Quitline Monday through Friday from 8:00 am to 8:00 pm. Calls placed after these hours, or on weekends or holidays, will be returned the next business day.

The counselors at Quitline have bachelor's or master's level training; most are tobacco cessation treatment specialists. A Spanish-speaking counselor is available.



Translation services can be used for those who speak other languages.

Tobacco use is the single most preventable cause of death in the United States. Each year, more than 7,400 Alabamians die from smoking-related causes.

For more information, contact the Alabama Department of Public Health's Tobacco Prevention and Control Division at 334-206-2777, or visit the Division's website at www.adph.org/tobacco.

Ask Sharon Massey: A Q&A for Your Important Employment Questions

This month Sharon answers questions relating to transfers between agencies. If you have questions for Sharon, please email her at Ask-Sharon@personnel.alabama.gov.

Q: What is a transfer list?

A: "A transfer list is comprised of people who wish to transfer within State service to another department within the same classification. An employee must have permanent status in order to request such a transfer."

Q: How do I get on the transfer list?

A: "The State Personnel's Certification Division handles these requests. There are three methods for placing your name on

the list: 1) submit your request in writing with your name, classification, and current department; 2) email a request via State Personnel's website (coming soon); or 3) call 334-242-3672 on Thursdays between the hours of 9:00 and 11:00 am. Once your name is placed on the transfer list, it remains on the list for one calendar year. At the end of that year, you may resubmit your information if you are interested in remaining on the list."

Q: I have been on a transfer list since December 2006. How do I find out if other departments are hiring?

A: "You have taken the first step in obtaining a transfer by requesting to be put on

the transfer list. The easiest way to find out if other agencies are hiring for a particular classification is to call or email the agency and ask if they are hiring or accepting transfers for your classification."

Q: Who do I contact for an interview should a position become available in another agency?

A: "Start with that agency's Personnel office, which may refer your name to the division or bureau that is requesting to see a transfer list. Some agencies keep a record of the people who have contacted them directly and may consider the people on that list when a position becomes available."

Meet Mike Older, Cont'd.

Q: Can you tell us about your position?

A: "I am the Covington County Manager/Forester. County manager responsibilities are very diverse. The Forestry Commission's mission covers the protection and management of forestland and educating the public on those issues. One of our first priorities is forest fire control. This portion of the job can be very challenging and the years under drought conditions, like this year, make it even more exciting. Wildfires do not occur just in large areas of forestland. One of the largest challenges is the growing urban-wildland interface, where not only are homes being built in areas that were once forests, but entire communities are springing up. This brings new obstacles

to wildland fire fighting. As part of forest protection and health, prescribed burning and permanent fireline construction are two services that we perform for landowners for a fee. Prescribed burning reduces the fuel loading under favorable conditions, therefore reducing the destruction a wildfire may cause under more severe conditions. Another aspect of forest protection is pest management. I also have State Law Enforcement Officer duties that include arson and illegal burning, timber theft, and criminal littering. The Forestry Commission also provides management advice to landowners. Proper forest management helps to provide quality forest products that all Alabamians use on a daily basis. Individual property management plans are devel-



Mike Older

oped to help guide the landowner into making correct decisions. We also provide technical guidance on tree planting and storm recovery. Additionally, we provide educational programs and tours for landowners, foresters, loggers, and school children."

Q: What do you believe are the greatest rewards of being in State Service?

A: "Being able to work with the landowners on making management decisions and to see my efforts take the shape of new forests and better managed forestlands."

Q: Now for the big question...Alabama or Auburn?

A: "WAR EAGLE!!"

Healthwatch: Voluntary Health Program for State Employees



feel well = work well

■ What is Healthwatch?

Healthwatch is a voluntary wellness program available to all employees, retirees, and adult dependents (age 18 and over) who are covered under the State Employees' Health Insurance Plan.

In addition, Healthwatch provides flu shots in several offices and buildings throughout your area. Blood pressure screenings are also held once a quarter to ensure accurate results of your averages. After each blood pressure screening you will be given a card to record your results. This card can be used for your own personal use or to discuss your blood pressure with your physician.

■ What does Healthwatch provide?

Healthwatch screening provides the following services:

- History Screening form completed by the participant
- Finger stick for a lipid profile (tests fat in the blood)
- Total cholesterol
- HDL (good cholesterol)
- LDL (bad cholesterol)
- Blood pressure and pulse
- Triglycerides
- Glucose (blood sugar)
- Waist measurement and calculation of body mass index (BMI)
- Counseling on assessment of risks on results obtained
- Goals to reduce risks

Healthwatch

■ How can you participate?

To participate in any of the Healthwatch screenings all you have to do is sign up. Before each screening posters will be placed in your area or building. You can also find out about screening dates on the Alabama Department of Public Health's Web site at www.adph.org/worksitewellness. Be sure and bring your state insurance card to the screening. If you do not have a state insurance card, please call the State Employees' Insurance Board at 1-800-513-1384 to get a contract number to present when signing in.

■ How can Healthwatch benefit you?

This Wellness Screening will not interfere with any care from your personal physician. If we find any abnormal results, we will give you a voucher to take to your doctor of choice and the co-pay for the visit will be waived. This is just another way that the Worksite Wellness Division is helping you feel well-work well!

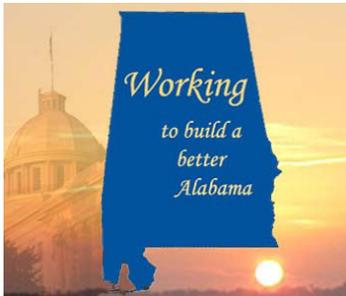
■ **For more information about these
FREE Services
Please call 1-800-252-1818**



State Personnel Department

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

Editor: Katie Shuey
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 October Board is scheduled to meet on October 17, 2007 and 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:



- ▶ Faye Allen with Medicaid;
- ▶ Beverly Anderson with Revenue;
- ▶ Virginia Brooks with Public Safety;
- ▶ Deborah Brown with Real Estate Appraisers Board;
- ▶ Burt Brownell with Economic & Community Affairs;
- ▶ Randell Burroughs with Transportation;
- ▶ Jena Anne Campbell with Corrections;
- ▶ Renee Carter with Environmental Management;
- ▶ Lisa Cole with Environmental Management;
- ▶ Rebecca Cox with Transportation;
- ▶ Michael Crouch with Transportation;
- ▶ Derrick Demus with Corrections;
- ▶ Andy Dennis with ABC Board;
- ▶ Vickie Lyn Diamond with Medicaid;
- ▶ Ida Farris with Corrections;
- ▶ James Farris with Revenue;
- ▶ Clara Frost with Mental Health;
- ▶ Mary Joan Greene with Public Health;
- ▶ Wanda Griffith with Corrections;
- ▶ Pamela Haney with Human Resources;
- ▶ Stephen Harmon with Human Resources;
- ▶ Nena Harrison with Corrections;
- ▶ Patricia Hatley with Education;
- ▶ Angela Johnson with Corrections;
- ▶ Constance Jones with Industrial Relations;
- ▶ Terry Jones with Revenue;
- ▶ Sandra Landers with Finance;
- ▶ Sheila Lane with Human Resources;
- ▶ Tomekia Lawhorn with Human Resources;
- ▶ Patricia Lindsey with Public Safety;
- ▶ Brandi Little with Environmental Management;
- ▶ Debra Luckie with Pardons & Paroles;
- ▶ Alfonza McCoy with Pardons & Paroles;
- ▶ Pamela McCoy with Revenue;
- ▶ Dawn Miller with Childrens Trust Fund;
- ▶ Barbara Mills with Human Resources;
- ▶ Ritasha Mitchell with Education;
- ▶ Dorothy Montgomery with Corrections;
- ▶ Brynn Pierce with Public Health;
- ▶ Kivondra Rivers with Economic & Community Affairs;
- ▶ Sarah Eli Ruff with Rehabilitation Services;
- ▶ Phyllis Salter with Public Safety;
- ▶ Angela Shepard with Transportation;
- ▶ Diane Smith with Human Resources;
- ▶ Lillian Snipes with Human Resources;
- ▶ Gary Strong with Transportation;
- ▶ Christianne Swanner with Transportation;
- ▶ Furui Talati with Economic & Community Affairs;
- ▶ Patsy Thomas with Public Health;
- ▶ Phyllis Thomas with Mental Health;
- ▶ Elmer VanderHey with Finance;
- ▶ Wendy Walker with Retirement Systems;
- ▶ Michael Warren with Corrections;
- ▶ Gena Watts with Mental Health;
- ▶ LaChasta White with Education;
- ▶ Tim Wilburn with Transportation;
- ▶ Grant Williams with Public Safety;
- ▶ Linda Williams with Transportation; and
- ▶ Elijah Woods with Transportation.

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](#) the form from the State Personnel website.