

ALABAMA EMERGENCY MANAGEMENT AGENCY  
ADMINISTRATIVE CODECHAPTER 320-2-1  
PERSONNEL MANAGEMENT

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320-2-1-.01      Background.

Personnel management of employees of the Alabama Emergency Management Agency includes all areas of hiring, compensation plans, office hours, time, attendance and leave records, compensatory time, outside activities, travel rates and regulations, travel authorizations and claims, etc.

**Author:**

**Statutory Authority:** Code of Ala. 1975, §§ 31-9-1, et seq.

**History:** Filed June 13, 1990.

320-2-1-.02      General.

The Alabama Emergency Management Agency is in compliance with the policies and procedures of the State Personnel Board as it relates to personnel management. These procedures are set forth in the Rules of the State Personnel Board, revised May 4, 1987, and are adopted as referenced. The State Personnel Board was established by Code of Ala. 1975, § 36-26-5. Questions regarding the policies and procedures should be addressed to the AEMA Fiscal Division or to the State Department of Personnel.

(a) All positions in AEMA and those for applicable county level positions are covered by appropriate job descriptions developed in cooperation with and approved by the State Personnel Board. Copies of these descriptions are on file in the offices of the agency and the State Personnel Department.

(b) The Alabama Emergency Management Agency employees are compensated in accordance with compensation plans prepared by the State Personnel Board and approved by the legislature. Compensation for the state director is set forth in Section 4, page 3, Code of Ala. 1975. The compensation plans for both state and local emergency management organizations comply with the Equal Opportunity Rules and Regulations (44 CFR) and are

adopted as referenced by the Alabama Emergency Management Agency.

(c) Local emergency management organizations compensate their employees with salaries in accordance with state or local compensation plans as applicable (Code of Ala. 1975, § 36-26-9).

(d) Employees of the Alabama Emergency Management Agency comply with the office hours as prescribed by the Rules of the State Personnel Board and as outlined in the Alabama Emergency Management Agency Administrative Manual, dated October 1, 1985, and revised December 15, 1988. However, local organizations with full-time emergency management agency employees are required to maintain office hours as prescribed by the local government. Less than full-time emergency management agency employees are required to file a statement which specifies the time during the week to be spent working on the emergency management program. The local emergency management agency office hours must be initially submitted to the AEMA director and as changes occur.

(e) All employees whose compensation is claimed for federal contributions must maintain time, attendance and leave records as prescribed by the Alabama Emergency Management Agency Administrative Manual, dated October 1, 1985, and revised December 15, 1988, and Chapters 670-X-13 through 670-X-15, Rules of the State Personnel Board.

(f) Employees of the Alabama Emergency Management Agency, who are properly compensated for compensatory time or overtime pay must abide by the Rules of the State Personnel Board and the Fair Labor Standards Act Guidelines. A copy of the Fair Labor Standards Act Guidelines are adopted as referenced by the Alabama Emergency Management Agency.

(g) Employees of the Alabama Emergency Management Agency or local emergency management agency organizations may engage in outside activities or outside employment but not during the working hours as outlined in the Alabama Emergency Management Agency Administrative Manual. A Hatch Act poster should be prominently displayed where it will regularly be seen by all personnel paid with any Federal Emergency Management Agency funds.

(h) Travel rates and regulations for Alabama Emergency Management Agency employees and local emergency management agency organizations are contained in Code of Ala. 1975, §§ 36-7-20 through 36-7-23. Most intrastate travel allowances are governed by Code of Ala. 1975, §§ 36-7-20, and interstate travel allowances are governed by Code of Ala. 1975, § 36-7-21.

(i) Travel authorizations for employees of the Alabama Emergency Management Agency, local emergency management agency staff and local emergency management agency coordinators/directors, as well as the filing of all travel claims, must be in compliance with the Alabama Emergency Management Agency Administrative Manual and submitted on the proper forms contained therein.

**Author:**

**Statutory Authority:** Code of Ala. 1975, §§ 31-9-1, et seq.

**History:** Filed June 13, 1990.

**320-2-1-.03      Adoption By Reference.**

Any federal or state law or regulation hereafter cited within any rule of any division of this agency as a referral basis for that rule shall be considered to be an adoption of that law or regulation by this agency. Copies of each such law or regulation thus cited as a referral basis for a rule shall be properly filed with the Legislative Reference Service and with the Secretary of the Agency in accordance with the Alabama Administrative Procedure Act.

**Author:**

**Statutory Authority:** Code of Ala. 1975, §§ 31-9-1, et seq.

**History:** Filed June 13, 1990.