

STATE OF ALABAMA DEPARTMENT OF VETERANS AFFAIRS  
ADMINISTRATIVE CODECHAPTER 920-X-2  
EMPLOYMENT POLICIES

## TABLE OF CONTENTS

|             |  |
|-------------|--|
| 920-X-2-.01 | General Work Rules                               |
| 920-X-2-.02 | Appointment Of Personnel                         |
| 920-X-2-.03 | Temporary Appointments                           |
| 920-X-2-.04 | Reinstatements                                   |
| 920-X-2-.05 | Disciplinary Action And Separation From Services |
| 920-X-2-.06 | Equal Employment Opportunity                     |

**920-X-2-.01      General Work Rules.**

The General Work Rules of the Alabama Board of Personnel, as amended, are hereby adopted by the Board of Veterans Affairs and shall apply to all officers and employees of the Department.

**Author:** Frank Wilkes

**Statutory Authority:** Code of Ala. 1975, §31-5-3(c).

**History:** Filed October 31, 2000. **New Rule:** Filed January 4, 2001; effective February 8, 2001.

**920-X-2-.02      Appointment Of Personnel.**

(1) The state service commissioner shall, subject to the approval of the Board of Veterans Affairs, appoint qualified individuals who meet the requirements of §§31-5-8 and 31-5-9 to serve as assistant state service commissioners, district service commissioners, county service commissioners and assistant county service commissioners. Persons appointed to fill these positions shall be considered "at will," unclassified state employees and will serve at the pleasure of the state service commissioner subject to the review of the Board of Veterans Affairs.

(2) The state service commissioner also shall appoint all clerical and support staff personnel employed by the Department, to include the Department headquarters and all county offices located throughout the State of Alabama, as authorized and in accordance with the Rules of the Alabama Personnel Board and the requirements of the state merit system.

**Author:** Frank Wilkes

**Statutory Authority:** Code of Ala. 1975, §§31-5-8, 31-5-9.

**History:** Filed September 30, 2000. **New Rule:** Filed January 4, 2001; effective February 8, 2001.

**920-X-2-.03      Temporary Appointments.**

The state service commissioner shall have authority to make temporary appointments in all vacancies of assistant state service commissioners, district service commissioners, county service commissioners, and assistant county service commissioners. No temporary employee shall serve for a period of more than three (3) months, unless approved by the state board.

**Author:**

**Statutory Authority:** Code of Ala. 1975, §31-5-2(c).

**History:** Filed September 30, 1982.

**Ed. Note:** Renumbered only: was previously 920-X-2-.01, as per certification filed January 4, 2001; effective February 8, 2001.

**920-X-2-.04      Reinstatements.**

Any assistant state service commissioner, district service commissioner, county service commissioner or assistant county service commissioner, who leaves the department with a good record and requests reemployment in a similar or better position than that occupied when leaving the department, may be reinstated within one year without going through the competitive review.

**Author:**

**Statutory Authority:** Code of Ala. 1975, §31-5-2(c).

**History:** Filed September 30, 1982.

**Ed. Note:** Renumbered only: was previously 920-X-2-.02, as per certification filed January 4, 2001; effective February 8, 2001.

**920-X-2-.05      Disciplinary Action And Separation From Services.**

(1) The state service commissioner shall have authority to discipline, suspend or dismiss any classified employee of the State Department of Veterans Affairs for violation of the Department's general work rules, or for other sufficient cause, in accordance with the Rules of the Alabama Personnel Board.

(2) The state service commissioner shall have authority, subject to review by the Board of Veterans Affairs, to discipline, suspend or dismiss any unclassified employee of the Department for violation of the Department's general work rules, or for other sufficient cause. Upon receiving notice of a suspension or dismissal, the employee may, within 10 days of such notice,

request a hearing before the Board of Veterans Affairs. A hearing may be granted in the sole discretion of the Board as determined by a majority vote of its members. The Board may reverse, alter or amend the decision of the state service commissioner by a majority vote.

**Author:**

**Statutory Authority:** Code of Ala. 1975, §§31-5-6, 8, 9.

**History:** Filed September 30, 1982. **Amended:** Filed January 4, 2001; effective February 8, 2001.

**Ed. Note:** Was previously 920-X-2-.03, as per certification filed January 4, 2001; effective February 8, 2001.

**920-X-2-.06      Equal Employment Opportunity.**

The affirmative action plan of the department relates to equal employment practices within the department. This plan prohibits discrimination because of race, color, religion, sex or national origin in practices relating to hiring, firing, promotion, compensation, privileges, and other conditions of employment.

**Author:** Frank Wilkes

**Statutory Authority:** Title VII of the Civil Rights Act of 1964, as amended in 1972. Implemented per Act No. 763, Section 13, 1976 Regular Session of the Alabama Legislature. **History:** **New Rule:** Filed January 4, 2001; effective February 8, 2001. **Ed. Note:** Was previously 920-X-7-.01, as per certification filed January 4, 2001; effective February 8, 2001.

**History:** **New Rule:** Filed January 4, 2001; effective February 8, 2001. **Ed. Note:** Was previously 920-X-7-.01, as per certification filed January 4, 2001; effective February 8, 2001. Filed September 30, 1982. **Amended:** Filed October 31, 2000.

**Ed. Note:** **Ed. Note:** Was previously 920-X-7-.01, as per certification filed January 4, 2001; effective February 8, 2001. **History:** Filed September 30, 1982. **Amended:** Filed October 31, 2000.