

**Classified Employee Moving to Exempt Executive / Appointed (Non-Classified) Position
Acknowledgement Form**

Employee Name _____

Employee ID # _____

Current Job Title _____

Current Employing Agency _____

Exempt Executive /Appointed Job Title _____

Exempt Executive/Appointed Employing Agency _____

Effective Date of Appointment _____

Acknowledgement Regarding Exempt Executive and Appointed (Non-Classified) Positions

Employees hired into Exempt Executive and Appointed (Non-Classified) positions (collectively referred to as Unclassified Positions) serve at the pleasure of the Appointing Authority and have no rights of appeal to the Personnel Board and no property interest in the Unclassified Position.

A Classified Employee who accepts an appointment into an Unclassified Position **may** have rights to return to a position in the Classified Service job held prior to the appointment in the Unclassified Position depending on the type of Unclassified Position appointment, the employee's status at the time of the appointment, the employee's service time at the time of appointment, and the agency to which the employee is appointed, among other potential factors. Any such provisions are outlined within Rule 6 of the Personnel Board Rules & Regulations for Exempt Executive appointments or within sections of the Code of Alabama applicable to the specific Appointed (Non-Classified) position. It is the responsibility of the employee to be aware of any rights to return the Classified Service *prior* to acceptance of an appointment into an Unclassified Position. An employee who has questions regarding any potential rights to return the Classified Service should submit those questions in writing to the Personnel Board *prior* to acceptance of an appointment into an Unclassified Position.

My signature below indicates that I have read and understanding the Acknowledgement Regarding Exempt Executive and Appointed (Non-Classified) Positions.

Employee Signature

Date

6.1 EXEMPT EXECUTIVE SERVICE FOR CLASS 1 MUNICIPALITIES1

a. The Board has the discretion to place positions under the Exempt Executive Service when the Appointing Authority in a Class 1 municipality requests such designation. A position may only be considered for placement in the Exempt Executive Service when the position is created or designated for primary policy determinations, such as department **heads and their chief deputies**

e. A Classified Employee **cannot** be placed into an Exempt Executive Service position unless:

1. The Classified Employee voluntarily elects such status by indicating his acceptance **in writing**. This document will be placed in the employee's official personnel file with the Board; and
2. The Appointing Authority indicates approval of the assignment in writing. This document will be placed in the Classified Employee's official personnel file with the Board.

6.2 EXEMPT EXECUTIVE SERVICE FOR JEFFERSON COUNTY COMMISSION

a. The Board may designate or create positions in the County Exempt Executive Service upon such request by the County Manager for Jefferson County, Alabama. Such designation shall be limited to the following positions established and filled by the Jefferson County Commission subsequent the passing of Act 2009-662 and Act 2011-70 of the Alabama Legislature:

1. Two Deputy County Managers;
2. Any attorney in the office of the County attorney;
3. The Chief Financial Officer of the County; and
4. Any County Department Head and their Chief Deputies.

g. No person employed in the classified service as a department or agency head or chief deputy at the time of the effective date of Act 2011-70 shall be converted to a position in the Exempt Executive Service for Jefferson County unless the person voluntarily elects to do so **in writing**. Such a move to the Exempt Executive Service for Jefferson County requires the approval of the Appointing Authority and the Personnel Board.