

Procedures Regarding the Personnel Board of Jefferson County's Guidelines for the Implementation of Uniformed Services Employment and Reemployment Rights Act

This purpose of this document is to outline the procedures that uniformed service members and Member Jurisdictions should follow in order to request exceptions from Merit System rules as outlined in the Personnel Board of Jefferson County's Guidelines for the Implementation of Uniformed Services Employment and Reemployment Rights Act ("Guidelines").

According to Rule 9.3 of the PBJC Rules & Regulations, applications for a given job are only accepted during the time period specified in the public announcement. Rule 9.16 of the PBJC Rules & Regulations precludes, unless required by state or federal law, the PBJC from allowing individuals to take an examination at a time or date other than that set for all other applicants. The Guidelines permit the Director to make exceptions from these rules. Uniformed service members who meet all of the requirements outlined in this document may be allowed to apply for PBJC Merit System jobs outside of the public announcement period and/or sit for a civil service examination on a date other than that required of other applicants.

Who qualifies for consideration for submitting an application or sitting for an examination after the PBJC noticed dates?

Uniformed service members who are called to active duty may be eligible to apply for a job and sit for an examination after the PBJC noticed date(s). The uniformed service member must meet the following requirements to be allowed to apply for a job and sit for an examination after the PBJC noticed date(s):

- The uniformed service member must have been on active duty during the time period in which applications for the desired job were publicly accepted and/or the date(s) on which the PBJC civil service test was administered for the desired job.
- The uniformed service member must notify the PBJC of his/her desire to apply and/or test for a given job within 90 days of his/her separation from active duty.
- The uniformed service member must supply to the PBJC designated written documentation (Form 214) of his/her period of active duty.

How do uniformed service members find out if they missed an application acceptance period and/or civil service examination?

Uniformed service members who meet the requirements outlined above can obtain information on any job of interest by calling the PBJC's Performance Measurement Division at 205-279-3555. The Performance Measurement Division can provide details regarding any job of interest. Additionally, all job announcements are publicly posted on the internet at www.jobsquest.org; individuals called to active duty can stay abreast of jobs for which the PBJC is accepting applications by regularly checking this website. Please remember that a uniformed service member must inform the PBJC of his/her desire to apply and/or test for a given job within 90 days of his/her separation from active duty. Therefore, it is important to inquire about potential opportunities well in advance of the 90-day deadline.

Who should uniformed service members contact in order to request to apply or test for a job under this policy?

Uniformed service members who meet the requirements outlined above must, within 90 days of his/her separation from date from active duty, contact the PBJC's Performance Measurement Division at 205-279-3555 to request to be allowed to submit an application and/or sit for the civil service examination for a given job(s). The PBJC staff member will collect the following information from the interested individual:

- Name
- Social security number
- Phone number
- Mailing address
- Email address
- Current employer (i.e., jurisdiction), if applicable
- Dates of active duty
- Job(s) for which the uniformed service member wishes to apply/test

In addition to providing the information above, the uniformed service member must also supply a copy of his/her *Certificate of Release or Discharge from Active Duty* (Form 214) in order to verify his/her dates of active duty. The PBJC will review all of the information obtained and will contact the uniformed service member via U.S. Mail to indicate whether his/her request has been granted and communicate any further necessary details.