

The Human Resources Department is responsible for new employee orientation and the administration of benefit programs. Our employees are governed by civil service law and participate in the State of Alabama Employees Retirement System. The mission of the Human Resources Department is to support and assist employees in a caring and professional manner. The City of Jacksonville is an Equal Opportunity Employer and is E-Verify compliant.

## In the Human Resources Department You May:

- Obtain employee records
- Make changes to employee payroll deductions or tax withholding
- Obtain Family Medical Leave Act (FMLA) paperwork
- Sign up for direct deposit
- File “First Report of Injury” claim for Workman’s Compensation
- Entrance and Exit Counseling

Personnel Policies and Procedures Manual 623.89 KB

RSA Member Handbook 10.72 MB

Application 148.6 KB

## Web Links

- [Local Government Health Insurance Plan \(LGHIP\)](#)
- [Blue Cross and Blue Shield of Alabama](#)
- [Employees’ Retirement System \(ERS\)](#)
- [Job Opportunities](#)

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