

21 – 15<sup>TH</sup> Meeting of the Board  
Special Meeting and Public Hearing  
2:00 p.m., Tuesday, July 20, 2021

(NOTE: PLEASE TURN OFF OR MUTE ALL ELECTRONIC DEVICES)

FINAL AGENDA

1. Public hearing for consideration of comments and suggestions concerning the request from the Personnel Director to amend Rule 3.11 (I & II), Donation of Annual Leave as follows:

***CURRENT RULE (first paragraph):*** DONATION OF ANNUAL LEAVE AND/OR SICK LEAVE TO FELLOW EMPLOYEES. 3.11 Any full time employee may voluntarily donate a portion or all of his accumulated annual leave and/or sick leave to another full time employee in the same jurisdiction provided the following conditions are met:

- I.
  1. The donor employee **must be at an equivalent or higher rate of pay than the donee employee.**
  2. The donor employee may donate not more than two hundred forty (240) hours of sick leave and/or annual leave per year to one or more qualified employees in increments of **eight (8)** hours at any given time.
  3. A leave donation form must be completed and signed by the donor employee and the Appointing Authority<sup>1</sup>, and the same must be submitted to the Personnel Director for approval.
- II. The recipient (donee) of the leave donated must meet the following criteria:
  1. The illness of the Donee, or the illness of a member of the Donee's immediate family, must be classified as a catastrophic illness or injury. A catastrophic illness or injury is defined as one in which full recovery is not expected or in which an extensive period of not less than **six (6)** weeks of recuperation is anticipated<sup>2</sup>.
  2. The Donee, or a member of the Donee's immediate family, must execute and deliver to the Personnel Director an application for donation of leave and attach thereto a statement from the treating physician containing the prognosis and expected length of recovery to the initial leave request form, and furnish periodic updated documentation when requested.
  3. All accrued annual leave, sick leave and compensatory time of the Donee must be completely exhausted before the Donee is entitled to any donated leave.
  4. All annual leave and/or sick leave accruals earned by the employee must be used as they are accrued, before using donated leave.
  5. A maximum of 2080 hours can be donated to any one employee during each occurrence of a catastrophic illness.
  6. The application for donated leave must be submitted in writing<sup>3</sup>, signed by the Donee, or a member of his immediate family, and approved by the Appointing Authority and the Personnel Director.

III. Transfer of Donated Leave

1. The Personnel Director shall administer and enforce the Donated Leave Program for all jurisdictions under the Mobile County Personnel Board. The Personnel Department shall prepare the necessary forms together with instructions for the implementation of this program.
2. Where there are multiple donors, no more than eight (8) hour increments shall be taken at any one time from a single donor until such time as all donors shall have given an equal amount of leave. It is the intent of this provision, and in the interest of fairness, that an equal amount of donated leave ought to be taken from each donor for use by a single Donee where practicable.

Circumstances, however, may negate equal increments of leave. In such instances, the decision of the Personnel director shall be final.

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1 It is the intent of this provision that the approval of the Appointing Authority shall not be unreasonably withheld.

2 The use of the donated leave shall be applied in the same manner as sick leave is applied under the provisions of Rule 3.5.

3 All applications shall be submitted on forms approved by the Personnel Director.

***The proposed amended Rule 3.11 (I & II) would read as follows:***

***PROPOSED AMENDMENT (first paragraph):*** DONATION OF ANNUAL LEAVE AND/OR SICK LEAVE TO FELLOW EMPLOYEES. 3.11 Any full time employee may voluntarily donate a portion or all of his accumulated annual leave and/or sick leave to another full time employee in the same jurisdiction provided the following conditions are met:

- I.
  1. The donor employee will state the number of hours to be donated and the value of the donated leave will be determined by multiplying the number of donated hours by the donor's hourly rate of pay. The value of the leave will be divided by the recipient's (Donee) rate of pay to determine the number of hours of leave (rounded down to the nearest one-hour increment) to be donated. Donated leave will no longer be available for a Donee upon the termination of employment of either the donor or the donee.
  2. The donor employee may donate not more than two hundred forty (240) hours of sick leave and/or annual leave per year to one or more qualified employees in increments of one (1) hour at any given time.
  3. A leave donation form must be completed and signed by the donor employee and the Appointing Authority<sup>1</sup>, and the same must be submitted to the Personnel Director for approval.
- II. The recipient (donee) of the leave donated must meet the following criteria:
  1. The illness of the Donee, or the illness of a member of the Donee's immediate family, must be classified as a catastrophic illness or injury. A catastrophic illness or injury is defined as one in which full recovery is not expected or in which an extensive period of not less than four (4) weeks of recuperation is anticipated<sup>2</sup>.
  2. The Donee, or a member of the Donee's immediate family, must execute and deliver to the Personnel Director an application for donation of leave and attach thereto a

statement from the treating physician containing the prognosis and expected length of recovery to the initial leave request form, and furnish periodic updated documentation when requested.

3. All accrued annual leave, sick leave and compensatory time of the Donee must be completely exhausted before the Donee is entitled to any donated leave.
4. All annual leave and/or sick leave accruals earned by the employee must be used as they are accrued, before using donated leave.
5. A maximum of 2080 hours can be donated to any one employee during each occurrence of a catastrophic illness.
6. The application for donated leave must be submitted in writing<sup>3</sup>, signed by the Donee, or a member of his immediate family, and approved by the Appointing Authority and the Personnel Director.

### III. Transfer of Donated Leave

1. The Personnel Director shall administer and enforce the Donated Leave Program for all jurisdictions under the Mobile County Personnel Board. The Personnel Department shall prepare the necessary forms together with instructions for the implementation of this program.
2. Where there are multiple donors, no more than eight (8) hour increments shall be taken at any one time from a single donor until such time as all donors shall have given an equal amount of leave. It is the intent of this provision, and in the interest of fairness, that an equal amount of donated leave ought to be taken from each donor for use by a single Donee where practicable.

Circumstances, however, may negate equal increments of leave. In such instances, the decision of the Personnel director shall be final.

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1 It is the intent of this provision that the approval of the Appointing Authority shall not be unreasonably withheld.

2 The use of the donated leave shall be applied in the same manner as sick leave is applied under the provisions of Rule 3.5.

3 All applications shall be submitted on forms approved by the Personnel Director.

2. Public hearing for consideration of comments and suggestions concerning the request from the Town of Mount Vernon for reclassification under Rule 10.18 of Melisa Williams, Jailer/Dispatcher I, part-time, to permanent full-time, effective July 24, 2021.
3. Public hearing for consideration of comments and suggestions concerning the following requests from the Mobile Housing Authority:
  - (A) Amendment of the attached specification for the classification of Executive Director, in title and in body, to Chief Executive Officer – MHA,
  - (B) Amendment of the attached specification for the classification of Director of Asset Management, in title and in body, to Chief Asset Officer – MHA.

4. Have the Board set a date for a public hearing for consideration of comments and suggestions concerning the following requests from the City of Mobile:
  - (A) Adoption of the attached specification for the classification of Victim Advocate,
  - (B) Adoption of Salary Grade 17, \$3,377.35 - \$5,399.20, for the classification of Victim Advocate.
5. Have the Board set a date for a public hearing for consideration of comments and suggestions concerning the request from the Mobile Housing Authority:
  - (A) Adoption of the attached specification for the classification of Chief Administrative Officer – MHA,
  - (B) Adoption of Salary Grade 24, \$6,410.36 - \$10,247.92, for the classification of Chief Administrative Officer - MHA,
  - (C) Adoption of the attached specification for the classification of Financial Analyst – MHA,
  - (D) Adoption of Salary Grade 19, \$4,110.10 - \$6,570.61, for the classification of Financial Analyst – MHA.
6. Have the Board set a date for a public hearing for consideration of comments and suggestions concerning the request from the Mobile Public Library for reclassification under Rule 10.18 of Caren Rich, Library Associate I, part-time, in Division 236 to Library Associate I, permanent full-time, in Division 235, effective August 29, 2021.
7. The Mobile County Commission requests approval for the following actions:
  - (A) Amendment of its Infectious Disease Policy, effective July 6, 2021.
  - (B) Amendment of its COVID-19 Guidelines, effective July 6, 2021.
8. The Mobile County Sheriff's Office requests approval to abolish one (1) position of School Traffic Officer.
9. The Town of Mount Vernon requests approval for the following actions:
  - (A) Approval of an Employee of the Month bonus to reward 1 to 2 employees each month for the amount not to exceed \$300 for Fiscal Year 2020-2021, effective at the beginning of the next pay period, July 24, 2021.
  - (B) Approval of an Employee of the Month bonus to reward 1 to 2 employees each month for the amount not to exceed \$300 for Fiscal Year 2021-2022, effective October 1, 2021.
10. The Director reports receipt of a letter from Nickolas Wilkinson for a supplemental promotional written examination for Fire Service Driver. Mr. Wilkinson states with documentation he was absent for the examination on Thursday, June 24, 2020, due to being on military leave beginning June 16, 2020, and ending July 5, 2021, during the date and time of the examination.

11. The Director reports receipt of the 2021 – 2022 Fiscal Year Holiday Schedule for the Town of Mount Vernon.
12. The Director reports approval for the creation of the following jurisdictional positions:
  - (A) Creation of two (2) additional positions of Fiscal Clerk I for the Mobile County Revenue Commission I, Department #30,
  - (B) Creation of one (1) additional position of Clerk/Driver for the Mobile Public Library Building Grounds and Vehicles Department #216.
13. Approval of the following meeting and hearing minutes of the Board:
  - (A) 21 – 10<sup>TH</sup> meeting held May 18, 2021,
  - (B) 21 – 11<sup>TH</sup> meeting held June 1, 2021,
  - (C) 21 – 11<sup>TH</sup> addendum held June 1, 2021,
  - (D) 21 – 12<sup>TH</sup> meeting held June 3, 2021,
  - (E) 21 – 13<sup>TH</sup> meeting held June 15, 2021,
  - (F) 21 – 14<sup>TH</sup> meeting held July 6, 2021,
  - (G) 21 – 13<sup>TH</sup> hearing held May 18, 2021,
  - (H) 21 – 14<sup>TH</sup> hearing held June 1, 2021.
14. Comments from the Director.
15. Business items from Board Members.