

19-11TH Meeting of the Board
Regular Meeting and Public Hearing
8:30 a.m., Tuesday, June 4, 2019

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

FINAL AGENDA

1. Public hearing for consideration of comments and suggestions concerning the following requests from the City of Prichard:
 - (A) Adoption of the attached specification for the classification of Property and Evidence Technician,
 - (B) Adoption of Salary Range 36, \$1,655.00 - \$2,567.00 for the classification of Property and Evidence Technician.
2. If Item One is approved, the City of Prichard requests the creation of two (2) positions of Property and Evidence Technician.
3. Public hearing for consideration of comments and suggestions concerning the following requests from the Mobile County Health Department:
 - (A) Reclassification under Rule 10.18 of Alexandria Baxter, Custodial Worker I, part-time, to permanent full-time, effective at the beginning of the next pay period, June 8, 2019,
 - (B) Reclassification under Rule 10.18 of Jovan Jones, Public Service Worker I, part-time, to permanent full-time, effective at the beginning of the next pay period, June 8, 2019.
4. Public hearing for consideration of comments and suggestions concerning the request from the Mobile Housing Board for the adoption of Salary Grade 22, \$4,888.50 - \$7,815.01, for the classification of Construction Contract Administrator.
5. If Item Five is approved, the Mobile Housing Board request the creation of one (1) position of Construction Contract Administrator.
6. 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) Re-establishment of the attached specification for the classification of Paramedic, amended in title and body,
 - (B) Adoption of Salary Grade 12, \$2,574.03 - \$4,114.98 for the classification of Paramedic,
 - (C) Amendment of the attached specification for the classification of Supply Clerk, in title and body, to Supply Clerk I,
 - (D) Adoption of the attached specification for the classification of Supply Clerk II,
 - (E) Adoption of Salary Grade 10, \$2,331.95 - \$3,727.97, for the classification of Supply Clerk II,

- (F) Amendment of the attached specification for the classification of Fire Equipment Technician, in title and body, to Fire Equipment Technician I,
- (G) Adoption of the attached specification for the classification of Fire Equipment Technician II,
- (H) Adoption of Salary Grade 14, \$2,841.25 - \$4,542.16, for the classification of Fire Equipment Technician II.

- 7. Have the Board set a date for a public hearing for consideration of comments and suggestions concerning the request from the Mobile County Personnel Department for the adoption of Salary Grade 15, \$2,985.09 - \$4,772.11, for the classification of Computer Support Coordinator.
- 8. Have the Board set a date for a public hearing concerning the request from the Personnel Director to amend RULE 3.4(C), ANNUAL LEAVE, currently reading as follows:

CURRENT RULE (C) Though annual leave may be taken at any time, it must be approved by the employee's department head or Appointing Authority before commencement of such leave, unless used for the purpose of sick leave after all sick leave accumulation has been exhausted, so that the employer may plan the work under his control and authorize absences only at such time as the employee can best be spared. Provided, however, no employee can take more than 280 work hours annual leave in any one calendar year, except in case of extreme emergency or hardship. Request for additional annual leave in excess of the 280 work hours in any one calendar year due to an extreme emergency or hardship must have the approval of the employee's department head or Appointing Authority and the Personnel Director.

The proposed amended Rule 3.4(C) would read as follows:

PROPOSED AMENDMENT (C) C) Though annual leave may be taken at any time, it must be approved by the employee's department head or Appointing Authority before commencement of such leave, unless used for the purpose of sick leave after all sick leave accumulation has been exhausted, so that the employer may plan the work under his control and authorize absences only at such time as the employee can best be spared. ~~Provided, however, no employee can take more than 280 work hours annual leave in any one calendar year, except in case of extreme emergency or hardship. Request for additional annual leave in excess of the 280 work hours in any one calendar year due to an extreme emergency or hardship must have the approval of the employee's department head or Appointing Authority and the Personnel Director.~~

- 9. Have the Board set a date for a public hearing concerning the request from the Personnel Director to amend RULE 3.11(II) 2, DONATION OF ANNUAL LEAVE AND/OR SICK LEAVE TO FELLOW EMPLOYEES, currently reading as follows:

CURRENT RULE

- 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 (6) weeks of recuperation is anticipated.

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 diagnosis, prognosis, treatment 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, signed by the Donee, or a member of his immediate family, and approved by the Appointing Authority and the Personnel Director.

The proposed amended Rule 3.11(II) 2 would read as follows:

PROPOSED AMENDMENT

- 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 (6) weeks of recuperation is anticipated.
 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 ~~diagnosis~~, prognosis, ~~treatment~~ 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, signed by the Donee, or a member of his immediate family, and approved by the Appointing Authority and the Personnel Director.

10. Have the Board set a date for a public hearing concerning the request from the Personnel Director to amend RULE 3.13, REINSTATEMENT FOLLOWING RESIGNATION, currently reading as follows:

CURRENT RULE

REINSTATEMENT FOLLOWING RESIGNATION. 3.13 Any person who has held a position in the Classified Service and has resigned in good standing may, within one year after the effective date of his resignation, make application to the Director for reinstatement to the same relative class and grade of position and rate of pay previously held by him. Upon approval by the Director, his name shall be place upon the appropriate resignation re-employment list and may remain on such list for a period not to exceed one year. No more than two reinstatements following resignation shall be granted any employee. An employee's limitation as to reinstatement following resignation, as set out in this Rule, does not prohibit the re-employment of a former employee of a particular Department, when such employee has had a year or more of experience within that Department, if re-employment is requested for a temporary period not to exceed four months in duration by the Appointing Authority, recommended by the Director, and approved by the Board.

The limitation of one year may be extended by the Director if, in his opinion, the class of position is one requiring professional training or specialized skill; or if, in the opinion of the Director, the applicant, during the period of separation has engaged in a course of study or has been employed in an occupation or position that would tend to increase his value to the service. The opinion of the Director shall be conclusive and binding upon the applicant.

The proposed amended Rule 3.13 would read as follows:

PROPOSED AMENDMENT

REINSTATEMENT FOLLOWING RESIGNATION. 3.13 Any person who has held a position in the Classified Service and has resigned in good standing may, within one year after the effective date of his resignation, make application to the Director for reinstatement to the same relative class and grade of position and up to the step ~~rate~~ of pay previously held by him. Upon approval by the Director, his name shall be place upon the appropriate resignation re-employment list and may remain on such list for a period not to exceed one year. No more than two reinstatements following resignation shall be granted any employee. An employee's limitation as to reinstatement following resignation, as set out in this Rule, does not prohibit the re-employment of a former employee of a particular Department, when such employee has had a year or more of experience within that Department, if re-employment is requested for a temporary period not to exceed four months in duration by the Appointing Authority, recommended by the Director, and approved by the Board.

The limitation of one year may be extended by the Director if, in his opinion, the class of position is one requiring professional training or specialized skill; or if, in the opinion of the Director, the applicant, during the period of separation has engaged in a course of study or has been employed in an occupation or position that would tend to increase his value to the service. The opinion of the Director shall be conclusive and binding upon the applicant.

11. The Mobile Area Water and Sewer System requests approval to extend the eligible list for Programmer/Analyst I, which expires on June 4, 2019, for a period of thirty (30) days.

12. The Director reports receipt of the following requests for approval of extensions of Injured with Pay:
 - (A) Anthony Gardner, Sheriff's Corporal with the Mobile County Sheriff's Office, for the period of May 8, 2019 through May 10, 2019. Mr. Gardner exhausted his 1,040 hours on April 16, 2018.
 - (B) Kenneth Davis, Equipment Operator II with the City of Mobile Public Works Trash Department, for the period of April 13, 2019 through May 13, 2019. Mr. Davis exhausted his 1,040 hours on January 24, 2019.
 - (C) Charles Benning, Jr., Crew Chief with the Mobile Area Water and Sewer System, for the period of May 30, 2019 through June 11, 2019. Mr. Benning exhausted his 1,040 hours on December 23, 2016.
13. The Director reports receipt of a letter from Beverly Smith for a supplemental promotional written examination for Office Assistant II. Ms. Smith states she was absent for the examination on Tuesday, May 21, 2019, due to the notification of the testing being sent to an incorrect email which was originally listed on her NEOGOV account as submitted.
14. The Director reports approval for the creation of the following jurisdictional positions:
 - (A) Creation of one (1) additional position of Tax Auditor I for the Mobile County Revenue Commissioner #31 Department,
 - (B) Creation of one (1) additional position of Utility Clerk for the Mobile County Revenue Commissioner #31 Department,
 - (C) Creation of one (1) additional position of Pool Attendant, part-time seasonal, for the City of Mobile Neighborhood Centers Department,
 - (D) Creation of two (2) additional positions of Public Service Worker I, for the City of Mobile Equipment Services Department,
 - (E) Creation of one (1) additional position of Jailer/Dispatcher II for the City of Saraland.
15. Have the Board ratify its approval of a request for continuance filed by April Douth, Appellant, and John Adams, County Staff Attorney, for the appeal from suspension for April Douth, Tag/Title/License Specialist I with the Mobile County License Commission, which was scheduled for May 30, 2019, and reschedule the hearing.
16. The Director recommends that the Order of the Board concerning Jonathan Ridgeway be spread fully upon the minutes.
17. Comments from the Director.
18. Business items from Board Members.