

Policy #	Policy Date	Subject
1	11/3/39	Nepotism
2	11/23/39	Political activity
3	3/1/40	Competitive bidding
4	6/14/40	Work days as applied to sick leave
5	8/16/40	Competitive bidding
6	6/27/41	Promotional examination eligibility restrictions
7	9/2/41	Promotional examination requirements for Police Sergeant
8	1/2/42	Waiver on physical defects
9	3/9/42	Police Department promotional examinations restricted to jurisdiction
10	3/30/42	Loss of one eye
11	9/15/42	Personnel Board physicians
12	10/7/42	Uniform rates of pay
13	5/12/43	Transfers
14	9/22/43	Transfer of leave
15	1/5/44	Additional sick leave
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17	2/9/44	Jury duty
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19	1/2/45	Pay upon demotion
20	1/8/45	Amendments to pay plan
21	2/8/45	Criminal offense charges
22	4/2/45	Pension legislation
23	7/5/46	War service employees
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38	7/12/54	Creola fire company no. 1
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40	4/13/55	Demotion
41	4/13/55	Reinstatement following resignation
42	9/4/57	Leave accumulations
43	2/5/58	Reinstatement following military leave
44	2/12/58	Holiday during vacation time
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46	1/7/59	Compulsory retirement
47	7/8/59	Resolution on Mobile Police Department employees dismissed July 17, 1950
48	9/2/59	Provisional appointments
49		Holidays - Minimum of ten (10) recommended by Board
50		Pay of temporary employees
51		Pay of temporary employees
52		Extension of promotion list
53		Maximum leave accumulations
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55		Cooperative education program
56		Veteran's preference
57		Law enforcement and public safety allowance
58		Police patrolman physical examination

Policy #	Policy Date	Subject
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- 59 Clarification of "Technical" employees
- 60 Extension of promotion list
- 61 Extension of probationary period
- 62 Extension of probationary period vs. merit increases
- 63 Age requirement for re-employment of firefighters
- 64 Military leave
- 65 News publication
- 66 Insurance for Personnel Board employees
- 67 Allowances
- 68 Apprentice policy
- 69 One year probationary period
- 70 Law enforcement policy
- 71 One year probationary period
- 72 Age requirement for re-employment of police patrolmen
- 73 Waiver of voter registration requirements
- 74 One year probationary period
- 75 One year probationary period
- 76 One year probationary period
- 77 Amended apprentice policy
- 78 Holiday policy
- 79 Grade I and Grade II criteria for Clerk I, II and III
- 80 One year probationary period
- 81 One year probationary period
- 82 Accumulated leave for laborers
- 83 Riot squad incentive pay
- 84 Compensatory time regulations
- 85 Clarification of Rule 3.5
- 86 Blanketed-In Employees
- 87 One year probationary period

Policy #	Policy Date	Subject
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- 88 Compensatory time regulations for shift employees
- 89 One year probationary period for all administrative, technical or professional positions
- 90 Effective date of pay changes
- 91 Ten year credit for blanketed-in employees
- 92 Food allowance
- 93 Outside jobs
- 94 Continuous time for laborers who were employed as truck drivers
- 95 Merit increases for motor vehicle checkers
- 96 Uniform allowance for Bankhead Tunnel employees
- 97 Employee organizations
- 98 Abuse of sick leave
- 99 One year probationary period
- 100 Grade levels for Clerk II, Clerk III, and Stenographer
- 101 Holidays
- 102 One year probationary period
- 103 Final filing date
- 104 Compensatory time payment for retired employees
- 105 Prohibiting pay revisions due to retirement
- 106 Suspension vs. merit increases
- 107 Compensatory time and holiday pay
- 108 Chief of police
- 109 Exempt/non-exempt category
- 110 Retirement due to longevity
- 111 Interpretation of immediate family regarding use of sick leave
- 112 Supplemental examinations
- 113 Written assurances required for blanket increases
- 114 Holiday pay
- 115 Items for agenda
- 116 Educational incentive pay



Policy No. 5  
Meeting No. 47  
Meeting Date 8-16-40

P O L I C Y

"Whereas, it appears that the condition as to competition in the case of certified public accountants is analogous to that of architects and consulting engineers.

Now, therefore, be it resolved that the Board adopt the following supplement to the special rule adopted at the Twenty-Fourth Meeting of the Board on March 1, 1940:

'Under analogous conditions, certified public accountants may likewise be selected in the usual way rather than by competitive bidding.'

Consequently, the amended Policy now reads:

'Where professional ethics of independently contracting architects and consulting engineers prevent their properly bidding competitively, the Act does not force them to do so, but allows their selection in the usual way. Under analogous conditions, certified public accountants may likewise be selected in the usual way rather than by competitive bidding.'"

Policy No. 6  
Meeting No. 107  
Meeting Date 6-27-41

## P O L I C Y

The Board concurred in the Director's assertion that it was his understanding that it was the policy of the Board in the matter of promotions to extend opportunities of competing in promotional examinations as widely as possible, but that in some instances it would be necessary to limit eligibility to particular departments or jurisdictions.

Policy No. 7  
Meeting No. 115  
Meeting Date 9-2-41

P O L I C Y

"It was moved by Member Cunningham, and unanimously carried, that the Board go on record as being in favor of the policy requiring not less than four (4) years experience in police work as a prerequisite of admission to a promotion examination for Police Sergeant and some additional service, the amount to be determined later, in the case of promotion examination for Police Lieutenant; with the further requirement that the applicant must have completed his probationary period satisfactorily in order to be eligible to apply for such examination."

Policy Rescinded at Meeting #142 on 3-9-42.

Policy No. 8  
Meeting No. 133  
Meeting Date 1-2-42

P O L I C Y

"He (the Director) therefore recommended that a candidate possessing a physical defect of such a nature that it does not prevent the proper performance of the duties of the position for which he is applying, be regarded as having passed a medical and physical examination whenever such candidate signs a waiver of any and all claims for any pension, retirement, or other benefit for disability attributable to any defect existing at the time of such candidate's appointment. On motion unanimously carried, it was so ordered."

Policies #8 & #24 terminated by Board 8-4-47

See Policy #24, Page 24; & Policy #27, Page 27

Policy No. 9  
Meeting No. 142  
Meeting Date 3-9-42

## P O L I C Y

"On motion made by Member Cunningham and unanimously carried, the Board announced its conclusion that promotion examinations in the Police Department should be confined to members of that department." (This action, on the part of the Board, came about because of the appearance before the Board of a Deputy Sheriff who thought he should be eligible for a promotion examination in the Mobile Police Department.)

Policy No. 10  
Meeting No. 144  
Meeting Date 3-30-42

P O L I C Y

"The Director discussed with the Board whether the loss of one eye should prevent appointment as Police Patrolman to the Police Department. It was the consensus of the Board that it should."

Policy No. 11  
Meeting No. 166  
Meeting Date 9-15-42

P O L I C Y

"Upon the recommendation of the Director, the Board further agreed that any physician associated in the office of one of the physicians designated by the Board is properly regarded as a physician designated by the Board within the meaning of Rule 9.8."

Policy No. 12  
Meeting No. 168  
Meeting Date 10-7-42

## P O L I C Y

Quoting from the statement the Director made to the Board in connection with recommendations for amendments to the pay plan: "It has been the policy of the Personnel Board to generally maintain uniform rates of pay for classes common to both the City and the County. It has further been the policy of the Personnel Board to limit rates of pay to rates acceptable to the budgeting authority." While the minutes do not affirmatively state that the Director properly expressed the Board's policy, neither do they indicate that the Board took exception thereto. This is in keeping with the recently expressed thought of the members of the Board in discussions preceding the recent revision of the entire pay plan.



Policy No. 13  
Meeting No. 200  
Meeting Date 5-12-43

## P O L I C Y

"The Director brought up for discussion the question of whether or not such transactions as transfers or certifications from re-employment lists or employment registers, etc., as between the Sheriff's Department law enforcement employees and the law enforcement employees in the Police Departments should be permitted. He reminded the Board that a little over a year ago, on March 9, 1942, on motion of Member Cunningham, unanimously carried, the Board had announced its conclusion that promotion examinations in the Police Department should be confined to members of that department. The Director stated to the Board that he is of the opinion that while there may be occasional instances in which such personnel transactions might be accomplished without detriment to the public interests, such instances would be the exception, and the policy of the Board should be to discontinuance such personnel transactions. He added that he had discussed the matter with Mr. Tully, the attorney for the Board, and he and Mr. Tully were in agreement in believing that the policy of the Board in these other personnel transactions should be consistent with its policy in regard to promotions. It was the consensus of the Board that its policy should be to discountenance such transactions."

Policy No. 14  
Meeting No. 221  
Meeting Date 9-22-43

P O L I C Y

"After due deliberation and on motion unanimously carried, the Board ordered that the matter be clarified by the following statement of its policy and that this statement be spread upon the Minutes. The statement follows:

'An employee moving from a position in one taxing authority to a position in another taxing authority cannot transfer accumulated vacation and sick leave with pay; if the move be between departments in the same taxing authority, the accumulation may, with the approval of the appointing authority of the new position, be transferred.'"

Policy No. 15  
Meeting No. 232  
Meeting Date 1-5-44

## P O L I C Y

"The Personnel Board announces the following policy in regard to the granting of sick leave with pay in excess of the normal allowance of one day per month of service, with the normal accumulation of sixty working days, as provided by Rule 2.6:

Recommendation must be made to the Board in writing by the appointing authority, and if the latter be a board or commission must be signed by a majority of the members thereof.

The recommendation must contain:

1. The affirmative statement that the appointing authority believes the public interest would be served by granting of the recommended leave.
2. Must clearly set forth the circumstances leading to this conclusion.
3. Must set out the amount of additional leave recommended at full and/or reduced pay.
4. If for more than two weeks, must be accompanied by a physician's certificate as to the probable duration of the incapacity.
5. Must state whether a substitute will have to be employed during the absence of the employee.

Where it is shown to the satisfaction of the Board that approval of the recommendation, in whole or in part, is just and equitable, and in the public interest, it will so approve, but the Board reserves the right to revise its policy at any time in the future when, in the judgment of the Board, circumstances indicate this should be done. In any event, this policy shall terminate with the inauguration of a pension and retirement plan for all classified employees."

Policy No. 16  
Meeting No. 233  
Meeting Date 1-19-44

P O L I C Y

"He (the Director) asked the Board to discuss the question of whether or not he shall normally require unanimous recommendations, adding that his understanding of the Board's policy was that majority action of the County Board was normally adequate, and properly so. General discussion followed, and it was the consensus of the Board that it should not normally require the unanimous action of the County Board in making its recommendations, but felt that where recommendations were not unanimous, the Personnel Board might feel that more careful scrutiny than usual was necessary."

Policy No. 17  
Meeting No. 236  
Meeting Date 2-9-44

P O L I C Y

"On motion unanimously carried, the Board authorized the Director to instruct department leaders that classified employees called for jury duty should not be reported absent, but that the employee should be required to report back to work each day immediately upon his release from such duty."

Amended: 3-5-81  
(See Policy #129, Page 147)

Policy No. 18  
Meeting No. 250  
Meeting Date 3-10-44

## P O L I C Y

In connection with the Grand Jury indictment of Gus E. Dixon, former Chief of Police, Prichard, the Board stated, "...it should be the policy of this Board and of every Appointing Authority to immediately suspend any classified employee who might be legally charged with the commission of a criminal offense, that such suspension should be maintained until the conviction or acquittal of the employee, and that the filing of charges with this Board should not be initiated until the disposition of the criminal case."

See Policy #21, adopted 2-8-45

Policy No. 19  
Meeting No. 273  
Meeting Date 1-2-45

## P O L I C Y

"The Board under the heading of old business, having reference to a matter taken up at the 268th Meeting of the Board held October 2, 1944, announced the following policy in regard to rates of pay of employees returning to their former positions following promotion to positions of a higher class which they had been required to vacate for reasons not discreditable to them. It was the opinion of the Board that no change in the existing rules is necessary or desirable. Under existing rules an employee would resume his former position at the same rate of pay with respect to the minimum and maximum for the lower class as that received at the time he was promoted."

Policy No. 20  
Meeting No. 274  
Meeting Date 1-8-45

## P O L I C Y

The Board concurred in the views expressed by the Director in regard to certain recommendations for amendments to the pay plan. Without quoting his remarks in their entirety, I think the following extract embodies the policy: "Unless there is an imperative need to make an upward revision in the pay plan in one or more classes to correct gross inequities, it seems to me that consideration should first be given to merited individual advancements within the present limits of the pay plan. I recognize that it is hard for an employer to be unable to advance excellent employees who are at the maximum at the same time he advances subordinate employees who have not yet reached the maximum, but if the Board adopts the policy of increasing the maximum upon every such occasion, then the maximum ceases to have any meaning."



Policy No. 21  
Meeting No. 277  
Meeting Date 2-8-45

P O L I C Y

".....this Board has declared that it is its policy, and should be the policy of every appointing authority, to immediately suspend any classified employee who might be legally charged with the commission of a criminal offense in those cases wherein the offense charged may be such as to damage the public confidence in the ability of such a classified employee to perform a public service, such suspension to be maintained until the conviction or acquittal of the employee, within a reasonable length of time."

Policy No. 22  
Meeting No. 281  
Meeting Date 4-2-45

## P O L I C Y

"The Board submitted the following as an expression of its position in regard to pension legislation:

1. The Board is of the firm belief that all classified employees should be covered by a pension and retirement system.
2. It believes that the system should provide adequate benefits.
3. It believes that the system should be actuarially sound.
4. It believes that the only means of securing a system that is both adequate and actuarially sound is to require joint contributions by employers and employees.
5. It believes that the enactment of a general law might render a local law unnecessary and that participation by local jurisdiction in a State system would effect worthwhile economies.
6. It believes that if, in spite of the enactment of a general law at the coming legislative session, local jurisdictions think a local law should be passed, such local law should be drafted to cover all classified employees and not merely those in any particular jurisdiction.

It was the consensus of those present that a bill should be introduced in the approaching session of the State Legislature requiring all local jurisdictions employing persons subject to the Civil Service Act to avail themselves of the opportunity offered by a tentative bill to establish a pension and retirement plan for State employees and containing a provision permitting participation by smaller political subdivisions. The Board, on motion unanimously carried, requested its attorney, Mr. Albert J. Tully, to draft such a bill and have it properly advertised."

Policy No. 23  
Meeting No. 317  
Meeting Date 7-5-46

## P O L I C Y

"The Director then brought up for discussion the desirability of adoption by the Board of a resolution defining its policy in regard to rates of pay and accumulative leaves for those War Service employees receiving permanent appointment. After discussion, participated in by all present, the Board, on motion unanimously carried, ordered that the following be spread upon the minutes as defining its policy in regard to the permanent appointment of persons who, up to the time of such permanent appointment, had been serving on a War Service basis:

A War Service employee given permanent appointment to a position in the classification in which he has been serving and under the same appointing authority is appointed at his current rate of pay and retains accumulated leaves.

A War Service employee appointed to a position in the same classification but under a different appointing authority from the one under whom he had been serving may be appointed at his current rate of pay or at the minimum at the option of the new appointing authority; if the new position is in the same taxing jurisdiction as the former, the employee retains his accumulated leaves, otherwise he loses his accumulated sick leave with pay but is entitled under provisions of Rule 2.5 as amended February 11, 1946, to compensation for accumulated annual leave up to the date of transfer.

A War Service employee appointed to a position in a higher classification than that in which he had been serving shall be appointed at the minimum.

A War Service employee accepting appointment to a lower class than that in which he had been serving on a War Service basis shall be appointed at the minimum rate for the lower classification plus such number of intermediate steps provided in the pay plan as he had advanced in his former classification."

Policy No. 24  
Meeting No. 321  
Meeting Date 9-9-46

## P O L I C Y

"The Director brought up for discussion the advisability of continuing the policy of permitting the appointment of persons possessing physical defects when the appointing authority is willing to accept waivers from such appointees and in this connection read the relevant paragraph in the Minutes of the 133rd Meeting of the Board held January 2, 1942. After careful consideration, it was the consensus of the Board that the Director should be guided by the physician's recommendation."

Policy Terminated by the Board 8-4-47  
See Policy #27, Page 27

Policy No. 25  
Meeting No. 325  
Meeting Date 11-25-46

P O L I C Y

"Mr. Bunkley also charged the Board with delegating to the budgeting authorities its duties in the matter of pay rates and classification of additional positions. Member Hill denied that the Board delegated its responsibilities to the budgeting authorities but stated that it was the Board's policy, and would continue to be its policy, not to act arbitrarily but to consult those responsible for the financial affairs of the City and County before adding to the expense of any department under their jurisdictions, even though it might not necessarily follow their recommendations."

Policy No. 26  
Meeting No. 340  
Meeting Date 5-5-47

## P O L I C Y

"It was the consensus of the Board that the Director can properly countenance reasonable administrative delays in securing compliance with the Rule, but that he should advise all appointing authorities and department heads that if the exigencies of the service necessitate putting a new employee to work before having passed the required medical examination, the employee should be warned that he cannot be continued on the payroll if he fails to pass the medical examination, and that this examination must be secured within, at most, five days."

Policy No. 27  
Meeting No. 347  
Meeting Date 8-4-47

## P O L I C Y

"The Director asked the Board to consider whether or not it wished at this time to make any change in its policy regarding the acceptance of waivers in connection with physical examinations of eligibles selected for appointment as set out in the 133rd and 321st Meetings of the Board. The matter was discussed and it was the consensus of the Board that the continuance of this practice inaugurated during the war was not justified although the members made it clear that they did not think that a person should be barred from public employment because of the possession of some physical defect that would not impair his usefulness in the position sought, nor be likely to unduly shorten his period of useful service. The Director suggested that the matter could be handled satisfactorily if letters were addressed to the examining physicians clearly enunciating the policy of the Board.

On motion unanimously carried, the Board decided to terminate its previous policy authorizing the acceptance of waivers in connection with physical examinations and requested Mr. Albert J. Tully, Attorney for the Board, to prepare a letter to be sent to the physicians by the Director, to accomplish the desired result."

Policy No. 28  
Meeting No. 348  
Meeting Date 9-8-47

## P O L I C Y

"In connection with the physical examination of eligibles selected for appointment to the public service, the Personnel Board has recently discontinued its policy of accepting waivers of physical defects.

However, the Personnel Board does not believe that any person should be barred from public employment because of the possession of some physical defect that would not impair his usefulness in the position sought nor be likely to unduly shorten his period of useful service....

The Board does wish to bar from employment:

a person having any communicable disease while communicable or likely to reduce the efficiency of the individual;

a person having a defect that makes the work sought hazardous to himself, or that makes him a hazard to others;

a person whose physical condition is such as to materially lessen the normal expectancy of useful service for his age;

a person whose condition is likely to cause frequent or prolonged absences."



Policy No. 29  
Meeting No. 354  
Meeting Date 11-7-47

## P O L I C Y

"BE IT RESOLVED, That pending adoption of more detailed and definite standards, the Director will conform to the policy herein indicated in acting upon proposed increases and decreases in the pay of employees in the Classified Service:

The Director shall recommend increases and decreases in pay upon request of Appointing Authorities only after having satisfied himself that they are merited by the performance of the individual employees involved. In reaching a decision on such requests the Director shall take into account the service rating and length of service of each employee named, as well as such additional information as he may be able to obtain that has a bearing on whether his/her qualities and service justly merit the action proposed.

The Director shall make a written monthly report of the increases and decreases in pay he has recommended, in which shall be included the record of each such employee."

Rule 5.4 now covers Individual Increases

Policy No. 30  
Meeting No. 358  
Meeting Date 12-22-47

## P O L I C Y

"The Chairman presented a draft of a letter embodying a tentative policy of the Board in regard to additional sick leave and inviting the views and advice of all governing bodies. After due consideration, a few minor changes were made at the suggestion of the Board's attorney and it was the unanimous opinion of the Board that the counsel of the governing bodies of Mobile County should be sought by addressing to them the following letter:

From: The Personnel Board  
To: All Governing Bodies

Before amending the present rule covering additional sick leave with pay, the Personnel Board would like to have an expression on this subject from all governing bodies. While the Board is inclined to be liberal in this matter, it is convinced that a definite limit must be placed on such leaves, and it believes your views and advice will aid materially in its effort to solve this problem.

Until such time as we receive the benefit of your counsel, it will be the Board's policy to limit additional sick leave with full pay to one day per month of service. This leave may be cumulative and banked against a prolonged illness. However, the maximum allowable will be figured at the rate of one day per month of service beginning on the date of original appointment less such sick leave with pay as our records show has already been granted.

To illustrate, suppose employee "A" had served 10 years without a single day's absence sick with pay. The maximum paid sick leave that would be granted under this policy would be 120 days. Suppose another employee who had also served 10 years had used 5 days paid sick leave every year. He would have used a total of 50 days such leave. The maximum amount of leave that he could receive under this policy would be 120 days minus the 50 days he had previously used, or 70 days.

Policy No. 30, Cont.

In exceptional cases involving extreme hardship, the Board may, at its discretion, allow additional leave at one-half pay for a period not exceeding six months. All requests for paid sick leave beyond the allowance and accumulation provided in Rule 2.6 must be accompanied by a physician's certificate.

THE PERSONNEL BOARD FOR MOBILE COUNTY ALABAMA

By H. T. Pillans, Personnel Director

See Policy #31

Policy No. 31  
Meeting No. 367  
Meeting Date 4-26-48

P O L I C Y

"The Board returned to a discussion of its policy regarding the approval of requests for extended sick leave and in the discussion it was brought out that the Board had not gone on record in defining its policy that the maximum amount of extra sick leave with full pay that will be granted for employees would be limited, as it had been limited for several years, to eighteen months. A motion was therefore unanimously adopted that this affirmative statement be spread upon the minutes, and it was so ordered."

Policy No. 32  
Meeting No. 380  
Meeting Date 11-8-48

## P O L I C Y

"It was also the consensus of the Board that the inability of the governing body to approve a recommendation concurred in by the Director should not retard the proper rate of advancement in the future should funds then become available. That is to say, that if a future recommendation includes an advancement that had been denied because of lack of funds and a further merited advancement is recommended, the Director may concur in the recommendation just as though the previous recommendation had not been denied."

See Policy #33, adopted 12-6-48

Policy No. 33  
Meeting No. 384  
Meeting Date 12-6-48

P O L I C Y

"The question of extra sick leave with pay was brought up by Chairman Hill, and after discussion, participated in by all members, the Board announced that its permanent policy, effective immediately, would be to permit extra sick leave with full pay at not to exceed the rate of one-half day per month of service rendered prior to February 1, 1940, the effective date of the adoption of the Rules."

Policy No. 34  
Meeting No. 403  
Meeting Date 9-19-49

P O L I C Y

"The Personnel Board hereby announces that its policy is to limit to an absolute maximum of one year the amount of continuous non-paid leave that may be granted an employee."

See Policy #35, adopted 11-6-50

Policy No. 35  
Meeting No. 436  
Meeting Date 11-6-50

P O L I C Y

"The Board then resumed its deliberation as to its policy in regard to Absence With Leave. The Board was unanimous in its agreement that the approval of an additional leave without pay for a period that would result in a total absence without pay exceeding one year should be granted only upon recommendation of the Director and approval of the Board."



Policy No. 36  
Meeting No. 451  
Meeting Date 6-11-51

P O L I C Y

"In reply to the Director's query, both Member Paterson and Member Moreland stated they were of the opinion that employees who work seven days a week for more than six months a year should be regarded as seven-day employees."

Policy No. 37  
Meeting No. 508  
Meeting Date 8-31-53

P O L I C Y

"Until further notice, the action of the governing bodies of the County and the City in placing certain departments on a five-day, forty-hour week basis is construed as the equivalent of allowing the affected employee time off on Saturdays to compensate for overtime worked in the first five days of the week. There will be no change in figuring leaves of absence."

Policy No. 38  
Meeting No. 539  
Meeting Date 7-12-54

P O L I C Y

"The Director read a letter of July 19th from the City Commissioners recommending that the policy of employing Creole personnel in Fire Station No. 1 be continued as it appeared in the best interest to preserve the century-old tradition of the Creole Fire Company No. 1. On motion unanimously carried, the Board concurred in the views of the City Commissioners."

Policy No. 39  
Meeting No. 562  
Meeting Date 4-4-55

P O L I C Y

"After discussion, participated in by all those present, it was the consensus of the Board that when a former employee accepts demotion for the purpose of taking reinstatement to a class lower than the one from which he resigned, the appointing authority should, at its discretion, have the right to appoint him at the maximum of the lower class, provided such rate of pay is not more than the rate he was receiving at the time of his resignation, subject to approval by the Director. The Board, on motion unanimously carried, requested its attorney to prepare drafts of suitable policy statements for adoption."

See Policy #40, adopted 4-13-55

Policy No. 40  
Meeting No. 563  
Meeting Date 4-13-55

P O L I C Y

"Regarding Rule 10.18, DEMOTION, 'Upon the demotion of an employee from one class to a lower class, he shall receive such rate of pay not exceeding the maximum rate of the lower class, as may be fixed by the appointing authority and approved by the Director; provided, however, that the rate of pay so fixed shall not in any event exceed the rate of pay received by the employee before such demotion.'"

Policy No. 41  
Meeting No. 563  
Meeting Date 4-13-55

## P O L I C Y

"Regarding Rule 3.10, REINSTATEMENT FOLLOWING RESIGNATION, 'An employee may, upon his written request and with the consent of the appointing authority, and the Director, receive appointment to a lower class or position than that previously held by him, at such rate of pay not exceeding the maximum rate of the lower class, as may be fixed by the appointing authority and approved by the Director; provided, however, that the rate of pay so fixed shall not in any event exceed the rate of compensation which, but for such resignation, the employee would have received for the salary range and step held by such employee at the time of his resignation.'"

Policy No. 42  
Meeting No. 621  
Meeting Date 9-4-57

P O L I C Y

"BE IT RESOLVED That in the amendment to Rule 3.4, adopted July 10, 1957, effective September 1, 1957, in its part applicable to the total allowed accumulated leave, it is the sense and policy of this Board, by the adopted provisions of such rule, to make the same applicable to accumulations of annual leave earned after the effective date of such rule; and it is not the sense and not the policy of this Board by the provisions of such rule that the same shall be in any way construed or applied so as to deprive any classified employee of annual leave lawfully accumulated prior to the effective date of such amended rule, that is to say, September 1, 1957."

Policy No. 43  
Meeting No. 859  
Meeting Date 2-5-58

P O L I C Y

"WHEREAS, it is difficult to determine whether employees who are on Military Leave for a period of years still intend, and are eligible, to resume their position in the classified service;

NOW THEREFORE BE IT RESOLVED, That an employee's failure to request reinstatement within five years from the commencement of such leave shall constitute prima facie evidence that the employee will not resume his position, and he will cease to be carried on a Military Leave status;

PROVIDED, however, that nothing in this resolution shall serve to deprive any employee returning from Military Leave of his right to resume his position upon presentation of proper proof of his entitlement thereto."



Policy No. 44  
Meeting No. 631  
Meeting Date 2-12-58

P O L I C Y

"A letter of February 5, 1958, from the Mobile City Commission regarding scheduled holidays for the calendar year was read by the Director for the purpose of assuring himself that the Board is in agreement with his interpretation of the amended Rule 3.4 covering vacations, this intention being to grant all regular employees a uniform vacation allowance on a calendar day basis, except that holidays occurring while an employee is on vacation are not to be deducted from his accumulation regardless of whether or not the employee might have been required to work had he been on duty status. The Board agreed that the City Commission, of course, has a right to set its own holidays for City employees and require any employee to work on any holidays so designated, but has no authority to modify the rules."

Policy No. 45  
Meeting No. 638  
Meeting Date 6-18-58

P O L I C Y

"If an employee returns to work from unpaid absence the first day following a Sunday or holiday on which he normally would not have to work, he may be regarded as returning on the Sunday (five-day employee, Saturday) or holiday and the daily report form P-7 may be made out accordingly. In such a situation it is not the intent of the rule prescribing mandatory suspension for AWOL for three successive days to apply automatically."

Policy No. 46  
Meeting No. 649  
Meeting Date 1-7-59

P O L I C Y

"In accordance with the Director's suggestion, the Board, on motion unanimously carried, adopted the following statement of policy, this statement to be included in examination announcements where applicable:

'Upon attaining an age one year below the compulsory retirement age provided in a pension and retirement system for employees now in effect or that might subsequently be put into effect, a person shall be regarded as ineligible for permanent appointment in a jurisdiction operating under such a pension and retirement system covering the position or class of positions to which the eligible might otherwise be appointed.'"

Policy No. 47  
Meeting No. 662  
Meeting Date 7-8-59

P O L I C Y

"WHEREAS, on June 7, 1954, the Personnel Board issued an order regarding certain former employees, to wit, C. R. Doan, John J. Hickman, Randal Jordan, and Hugh Prine, among others, who had appealed from their dismissal; and

WHEREAS, a portion of the last paragraph of the preamble to the Board's Order reads as follows: 'It being further made known to the Board that each of the said appellants,..., has filed with the City of Mobile a complete release, satisfactory to said City, of any and all claims as to wages, pension rights, annual leave, sick leave, or any other claim or demand against the said City for the period since July 17, 1950.'; and

WHEREAS, a portion of paragraph eight of said order reads as follows: 'Credits for accumulated annual leave shall be subject to all pertinent provisions of the law and rules governing credits for annual leave, including, particularly, the maximum amount allowed for the accumulation of annual leave and including the taking of annual leave after re-employment.' (emphasis supplied); and

WHEREAS, the above named classified employees' tenure of service were broken by being dismissed for union activities; and

WHEREAS, the dismissals, even though subsequently altered and modified per order of the Personnel Board dated June 7, 1954, allegedly resulted in some inequities or injustices to the above named employees; and

WHEREAS, The Board of Commissioners of the City of Mobile has indicated in writing that the City Commission has no objection to including the above named employees in the three weeks per year vacation allowances; and

WHEREAS, it is the desire of the Personnel Board to rectify and correct any inequities or injustices to any of the classified employees dismissed by the City of Mobile on July 17, 1950, for engaging in union activities, all of whom are named in the above referred to Order of the Personnel Board dated June 7, 1954;

NOW THEREFORE, BE IT RESOLVED by the Personnel Board for Mobile County, Alabama, as follows:

## Policy No. 47, Cont.

1. That the period of continuous service of all the classified employees referred to in their resolution prior to their dismissal on July 17, 1959, shall be added to the continuous service of the said classified employees re-employed subsequently from the special resignation re-employment lists specified in the said order of the said Personnel Board of June 7, 1954, and such service shall be deemed to be continuous and uninterrupted for the sole purpose of determining annual leave entitlement.
2. That on such employees so re-employed who may have left the Classified Service subsequent to his re-employment as aforesaid, and who may at a still later date have returned to the Classified Service shall not be entitled to the benefit of the aforesaid ruling.
3. That any such employees so re-employed who may leave the Classified Service subsequent to this re-employment as aforesaid, and who may at a still later date return to the Classified Service shall not again be entitled to the benefits of the aforesaid ruling."

Policy No. 48  
Meeting No. 666  
Meeting Date 9-2-59

P O L I C Y

"After further discussion, Dr. Lightcap moved that the Director place a limitation of not to exceed twelve months on all future provisional appointments with the provision that if it seems necessary to extend an appointment beyond that period, the need for an extension should be brought to the attention of the Board. The motion was unanimously carried with the understanding that the adoption of this policy would not automatically terminate the existing provisional appointments."

Policy No. 49  
Meeting No. 686  
Meeting Date 4-6-60

## P O L I C Y

"WHEREAS, one of the primary purposes of the Civil Service Act is to secure the uniform application throughout the Classified Service of sound principles in dealing with the manifold problems of personnel administration, and

WHEREAS, the Rules adopted by the Personnel Board, in keeping with this intent, apply equally to all employees, regardless of the jurisdiction in which employed, and

WHEREAS, the Personnel Board has noted considerable variation in the number of holidays per annum observed by the several jurisdictions,

NOW THEREFORE BE IT RESOLVED that the Board, recognizing the right of the several appointing authorities to determine the holidays their respective employees may observe, state, and hereby does, its belief that the observance of at least ten holidays per year is reasonable and, equity demanding uniformity in the matter of the number of holidays granted, urge all appointing authorities to grant no fewer than ten holidays per annum, the selection of which days observed to be determined by the respective appointing authorities."

Policy No. 50  
Meeting No. 696  
Meeting Date 12-7-60

P O L I C Y

"The Director submitted a draft of a proposed statement of policy regarding the method of payment of temporary employees who have worked less than a full pay period, which had been requested by the Board at the previous meeting. In reply to Dr. Lightcap's query, the Board's attorney stated that inasmuch as the Board had already adopted yearly, monthly, weekly, and daily rates of pay, no change in the rules would be necessary. On motion unanimously carried, the Board ordered that a person receiving a temporary appointment to a position normally paid on a monthly basis who is reported on any payroll as serving less than a full pay period shall be compensated for that period at the daily rate shown in the basic salary schedule corresponding to the monthly rate for his class; provided, however, that such compensation shall not exceed the amount that would be received by a regular employee on the same step in the salary range for the same class for the same period."

Amended at Meeting No. 707, 7-5-61  
See Policy #51



Policy No. 51  
Meeting No. 707  
Meeting Date 7-5-61

## P O L I C Y

"The Director recommended that the Order of the Board adopted December 7, 1960, relating to compensation of persons temporarily appointed to a position normally paid on a monthly basis, be amended to read as follows:

'On motion unanimously carried, the Board ordered that a person receiving a temporary appointment to a position normally paid on a monthly basis, who is reported on any payroll as serving less than a half month (pay period), shall be compensated on a daily basis on that payroll for the number of days he actually worked, the daily rate being arrived at by dividing the monthly salary by the number of work days in that month.'"

Policy No. 52  
Meeting No. 715  
Meeting Date 11-1-61

P O L I C Y

"The Board discussed the extension of promotion lists and the advisability of adopting a policy as a guide in the future. The Director recommended the following statement of policy:

'The Board states as its policy in regard to the extension of promotion lists beyond the normal expiration period of one year that such lists may be extended two years in order to permit those employees who do not wish to take the new examination when it is announced to transfer to the new list at the grade they made on the previous examination. Further, that after the normal expiration period of one year, unless specifically approved otherwise, no permanent appointment shall be made from such extended lists until a new examination has been given.'

During the ensuing discussion, it was brought out that such a policy would make it possible to extend a list for two years, but not longer. On motion unanimously carried, the Board adopted the statement of policy recommended by the Director, and it was so ordered."

Rescinded 12-4-63  
See Policy #60

Policy No. 53  
Meeting No. 745  
Meeting Date 12-5-62

P O L I C Y

Re amendment of Rule 3.4, effective 1-3-63. The Board stipulated that accumulations existing for employees as of 1-3-63, although accumulated on a calendar rather than a work day basis, be maintained, and that the various maximum accumulations of employees as of 1-3-63, that exceed the 28 work days set out in the rule be maintained.

Policy No. 54  
Meeting No. 748  
Meeting Date 1-3-63

P O L I C Y

"It is the policy of the Board that when a vacancy in a department is filled by certification from an existing Lay Off Re-employment List for that particular department for a higher class in the series, the person receiving appointment from that certification may be placed on any step of the lower class to which appointed but not more than the rate of pay he was receiving at the time of lay off."

Policy No. 55  
Meeting No. 751  
Meeting Date 3-13-63

## P O L I C Y

"Participants in the co-operative education program must progressively pursue an alternating course of work and study which satisfies the requirements of the program. The Co-Op student must show sufficient progress during work periods and must maintain a satisfactory scholastic standing in a course of study leading to a degree, with major work in the field or closely related field in which employed as a Co-Op student, in order to maintain the position he holds."

The policy was adopted by the Board on motion unanimously carried."

Policy No. 56  
Meeting No. 753  
Meeting Date 4-17-63

P O L I C Y

"Any future change in veterans preference can only be done after seven (7) days public notice and a public hearing."

Policy No. 57  
Meeting No. 768  
Meeting Date 11-6-63

P O L I C Y

"WHEREAS, it is beneficial to the public generally, and to the morale of the law enforcement and public safety group to set standards of uniformity with respect to dress, appearance, and such; and

WHEREAS, while Rule 5.1 provides that the rate of pay set forth in the pay plan shall be deemed to include total pay in every form, Section 11 of the Act provides 'In establishing such rates, the Director shall give consideration to the experience in recruiting for positions in the classified service, the prevailing rates of pay for the services performed, and the comparable services in public and private employment living costs, maintenance, or other benefits received.';

THEREFORE, BE IT RESOLVED by the Personnel Board for Mobile County, Alabama, as follows:

1. That a municipality is hereby authorized to give the members of the law enforcement and public safety group an allowance for uniforms, guns, cartridges, and uniform maintenance.
2. That the Director shall approve and specify, after conferring with the appointing authority for the municipality, the amount and manner in which any such allowance shall be given and any other prerequisites deemed necessary."

Policy No. 58  
Meeting No. 770  
Meeting Date 11-20-63

## P O L I C Y

"That the Director be authorized to negotiate physical examinations for Police Patrolman applicants with either the City physician or one of the present physicians designated by the Personnel Board to conduct physical examinations on the following basis: that immediately upon an employment register being established for Police Patrolman the number of applicants on the register required to fill vacancies, plus two, plus four additional names be examined; after the initial vacancies are filled, that there be maintained a minimum of four applicants in order on the register who have been examined prior to certification; all of these providing the Mobile City Commission agrees to underwrite the cost of the entrance medical examinations for Police Patrolman."



Policy No. 59  
Meeting No. 770  
Meeting Date 11-20-63

P O L I C Y

"That the Personnel Board construe the word "technical" as shown in Rule 11.1 to include those law enforcement classes in which normally no prior experience could be gained except in some law enforcement agency on the local level, such as the County or municipalities."

Rule Amended 4-13-76  
Policy no longer applies

Policy No. 60  
Meeting No. 771  
Meeting Date 12-4-63

## P O L I C Y

"Captain Tucker being present as a representative of the Fire Department, the Board proceeded to the matter in which he was interested, the proposal to rescind the Board's resolution in regard to extension of promotion lists to permit only temporary appointments therefrom. The Director stated that he had met with a group of Fire Department employees and discussed the promotional examination situation. Captain Tucker said that they were satisfied with the examination process for promotion except for the freezing of grades of those who were transferred to a new list after an examination. The Director explained that no one would be eligible to freeze his grade on this particular examination that was scheduled as the previous list was over two years old. Captain Tucker went on to state that one of the reasons examinations are given is to secure better men for the department; that every one should have to study and prepare for promotion and if a particular examination is especially hard, the ones willing to freeze their grades would have an advantage over those who take the examination; therefore, it was felt that nobody should be allowed to freeze his grades unless a man was physically unable to get down and take the examination. Mr. Mitchell told Captain Tucker that the Board is against freezing of grades and the matter will be given further study. After further discussion, Mr. Mitchell moved that the resolution be rescinded. The motion was seconded by Mr. Scott and unanimously carried."

Policy No. 61  
Meeting No. 772  
Meeting Date 12-18-63

## P O L I C Y

"The Director recommended concurrence in the City Commission's request for the extension of the probationary period from six months to one year for the following law enforcement positions: Police Patrolman, Police Woman, Police Cadet, Jail Steward, Jail Guard, School Traffic Officer, Firefighter, and Firefighter-Driver. Mr. Mitchell made a proposal that we stipulate that the one year probationary period for these classes and for the Records Specialist be approved only if the City Commission would agree to give these employees a merit raise automatically at the end of the probationary period. Mr. Pierce said there might be some question as to whether or not this could be done under the basic law. The Board ordered Mr. Engel and Mr. Pierce to investigate and see if a salary increase can be made compulsory. On motion unanimously carried, the Board approved the one year probationary period for the classes requested by the City Commission."

Policy No. 62  
Meeting No. 773  
Meeting Date 1-8-64

## P O L I C Y

"WHEREAS, the Director recommended concurrence in the City Commission's request for the extension of the probationary period from six months to one year for the following law enforcement positions: Police Patrolman, Police Woman, Police Cadet, Jail Steward, Jail Guard, School Traffic Officer, Firefighter, and Firefighter-Driver; and

WHEREAS, Board member, Mr. Price L. Mitchell, made a proposal that we stipulate that the one year probationary period for these classes and for the Records Specialist be approved only if the City Commission would agree to give these employees a merit raise automatically at the end of their probationary period, now therefore,

BE IT RESOLVED by the Personnel Board of Mobile County, Alabama, that it was the intent of the Board in extending the probationary period for the above referred to law enforcement positions to request that the City Commission give the same consideration to these employees at the end of six months of their working test period for salary advances as is given to other City employees.

ADOPTED, on this the 8th day of January, 1964.'

Mr. Scott seconded the motion and it was unanimously carried."

Policy No. 63  
Meeting No. 800  
Meeting Date 1-7-65

## P O L I C Y

The Board, on motion unanimously carried, approved the Director's recommendation that the age requirements for Firefighter be waived so that former Firefighters who resigned in good standing and who have had several years experience with the Mobile Fire Department may be eligible as applicants to the extent of their service with the Fire Department; except such waivers shall not exceed five years beyond the present age limitation.

Policy No. 64  
Meeting No. 811  
Meeting Date 6-10-65

## P O L I C Y

"Discussion followed in which the Board discussed with the Director and the Attorney the aspects of action resulting from Rule 3.7 "MILITARY LEAVE." Mr. Stevenson brought out the fact that it was not the intent of the Board by its Rule that employees could not take more than 21 days within a twelve month period due to the fact that his orders in the following year required that he go on leave prior to the expiration of the exact twelve month period. After discussion, it was determined that the Rule should be amended so that it would indicate that there would not be more than 21 days Military Training granted in the calendar year and the Board approved a motion directing the Board's attorney to take appropriate steps to so amend the Rule."

Policy No. 65  
Meeting No. 816  
Meeting Date 9-2-65

P O L I C Y

"The Director requested the approval of underwriting the cost of a news publication for employees under the jurisdiction of the Personnel Board as the cost will be negligible. The Board, on motion unanimously carried, accepted the request."

Policy No. 66  
Meeting No. 824  
Meeting Date 12-16-65

P O L I C Y

"The Director recommended that the Board authorize the Director to enter into contract with Traveler's Insurance Company for a policy covering life, hospitalization, and major medical for the employees with the understanding that the Personnel Board would pay the basic life and hospitalization coverage including major medical for the employee. Any additional cost would be paid for by the employee with a further understanding that the present employees would participate on a voluntary basis, but all future employees would be required to take the coverage. Further, the Director informed the Board that the employees of the Mobile County and City Employees Federal Credit Union were to be included under this contract. The Board unanimously adopted the recommendation of the Director."



Policy No. 67  
Meeting No. 768  
Meeting Date 7-1-66

## P O L I C Y

"WHEREAS, it is beneficial to the public generally and to the morale of the law enforcement and public safety group to set standards of uniformity with respect to dress, appearance, and such like; and

WHEREAS, while Rule 5.1 provides that the rate of pay set forth in the pay plan shall be deemed to include total pay in every form, Section 11 of the Act provides 'In establishing such rates, the Director shall give consideration to the experience in recruiting for positions in the classified service, the prevailing rates of pay for the services performed, and the comparable services in public and private employment, living costs, maintenance or other benefits received.'

THEREFORE, BE IT RESOLVED by the Personnel Board for Mobile County, Alabama as follows:

1. That a municipality is hereby authorized to give the members of the law enforcement and public safety group and Toll Collector class an allowance for uniform, guns, cartridges, and uniform maintenance.
2. That the Director shall approve and specify, after conferring with the appointing authority for the municipality, the amount and manner in which any such allowance shall be given and any other prerequisites deemed necessary."

Policy No. 68  
Meeting No. 842  
Meeting Date 9-8-66

## P O L I C Y

"The Director in submitting for adoption the Apprenticeship Training Policy which was suggested by the City Commission, particularly through Robert Ownby, City Electrician, explained that having met with several department heads in regard to this policy, he has come up with the modified version he is presenting for adoption. The Director also asked Mr. Engel if he was right in his assumption that the pay increases as suggested in the policy would be effective without further need for approval as long as they were in compliance with the policy as set out. Mr. Engel stated that he was right. The Board voted unanimously to adopt the policy as presented, and further amended the specifications and pay plan to indicate that the class would be the Apprentice class with two grades, Grade I, at range #26, \$301 - \$343, 4 steps; and Grade II, at range #28, \$328 - \$375, 4 steps. The apprentice shall receive merit raises subject to showing satisfactory advancement in accordance with the standards of experience and related study as approved by the Personnel Director. These changes would be effective October 1, 1966, except that the pay for those appointing authorities whose pay plan has not been increased by one range, be one range below the pay for apprentice as shown above."

Original Policy attached  
Amended 6-5-68; See Policy No. 77  
Amended 11-6-79; See Policy No. 125

Policy No. 68, Cont.

### APPRENTICESHIP TRAINING POLICY

The Personnel Board does hereby establish the following as the policy of the Personnel Board in regards to Apprenticeship training for Apprentices in departments where positions in this class are authorized. The establishment and maintenance of the necessary training programs for a department are the responsibility of that department head.

### PURPOSE OF APPRENTICESHIP TRAINING

To encourage formal supervised training programs, in the several departments utilizing the skilled trades, so that the trainees of today may develop the skills and obtain the knowledge so vital to them if they are to be good mechanics in the future.

### INCENTIVE AWARDS (MERIT RAISES & PROMOTIONS)

Subject to the Apprentice showing satisfactory advancement in accordance with the standards of experience and related study as approved by the Personnel Director, he shall receive merit raises and promotions in accordance with the following schedule:

Apprentice I Grade - Completion of 6 months - Step B

Completion of 1 1/2 years - Step C

Completion of 2 1/2 years - Step D

When promoted to Apprentice II Grade -

Completion of 6 months - Step C

Completion of 1 1/2 years - Step D

Total of 48 months, or four (4) years.

### INCENTIVE STIPULATIONS

Raises within grade shall be automatic when the prescribed standards of experience and job related study established by the appointing authority and approved by the Personnel Director have been met for each period of time as stipulated above. Should an Apprentice fail to show satisfactory advancement in the trade he will forfeit that particular salary advancement or promotion, however, he will be given an opportunity to retake the prescribed related study and work experience for that period. Upon failure the second time his employment shall be terminated by the appointing authority. If an employee shows exceptional accomplishment, he may be advanced faster than the time schedules shown above, but not faster than prescribed by the laws and rules of the Personnel Board.

Policy No. 68, Cont.

### INSTRUCTIONAL CLASSES

Under instruction material related study to a particular skill or trade may be in a formal class, study correspondence course, self study courses, or any other proven and satisfactory method of acquiring the necessary trade or knowledge. Related study instruction will be developed and supervised by the department heads. Related subjects and lab classes will have a minimum of 144 hours per year.

### CLASS ATTENDANCE

Apprentices shall participate in any program of instruction that has been prescribed for their particular trade or skill where classroom study is a part of the instructional program. In order to be eligible for a certificate of completion, the student must have attended 80% of classroom instruction offered.

### SUPPLIES

Instructional and lab materials and supplies will be furnished by the department in which the Apprentice is employed, except such as notebooks, pencils and etc., which will be furnished by the trainee.

### RECORDS

Departments participating in the Apprenticeship Training Policy shall maintain written report of each Apprentice's accomplishment showing his past and current status in the program. Such record shall show merits or demerits, both as to related study and as to on-the-job work.

The Department head shall inform the appointing authority and the Personnel Department when the trainee has satisfactorily accomplished the required training and work experience as per a pre-approved schedule; or shall recommend his dismissal when he has twice failed in one section of the training program.

Policy No. 69  
Meeting No. 846  
Meeting Date 11-3-66

P O L I C Y

"The Board voted unanimously to approve the Director's recommendation that the following professional positions in the City Planning Department be changed from a six month to a one year probationary period: Planning Director, Planning Assistant Director, Planner II, and Planner I."

Policy No. 70  
Meeting No. 848  
Meeting Date 12-8-66

## P O L I C Y

### "Law Enforcement Policy

Because of the difficulty which currently exists in recruiting law enforcement officers, the Personnel Board adopts the following policy:

The County of Mobile or any city or town in Mobile County wherein there exists a shortage of law enforcement officers in the Deputy Sheriff or Police Patrolman classes may authorize payment of a twenty-five (\$25) dollar incentive award to any present Deputy Sheriff or Police Officer who successfully recruits for his department a new employee in the classes indicated above.

It is understood that "successfully recruits" shall mean that it must have been known to the Personnel Department from the issuance of the application in its office what officer or officers sponsored the applicant. Further, it means that the applicant is successful on all required tests in an examination and has been actually placed in permanent employment.

It is further understood that in the event of more than one law enforcement officer of a department sponsoring a recruit, the twenty five dollars will be equally divided between them.

This policy shall cease to apply to the County Sheriff's Department or the Police Department of any city or town when there exists for that department an employment register of three or more names and where all vacancies in the entrance law enforcement classes have been filled.

In the event of any dispute arising under this policy, the decision of the Personnel Director shall control."

Policy No. 71  
Meeting No. 853  
Meeting Date 2-20-67

## P O L I C Y

"As requested by the Sheriff and recommended by the Director, the Board approved the change from six months to one year the probationary period for those classes in the classified service in the Sheriff's Department in the grade of Deputy Sheriff and classes in direct promotion lines from Deputy Sheriff as set out in Rule 11.1, from this date forward."

Policy No. 73  
Meeting No. 865  
Meeting Date 6-29-67

P O L I C Y

"The Mobile City Commission having suggested waiver of voter registration requirements for law enforcement positions, the Director reported to the Board that he had contacted the various heads of county law enforcement agencies and from these contacts he recommended to the Board that the requirements as to being a registered voter be waived for those persons who have within the past ninety days been discharged from military service and otherwise meet the requirements for law enforcement officer. The Board unanimously adopted the Director's recommendation."



Policy No. 74  
Meeting No. 876  
Meeting Date 10-16-67

## P O L I C Y

"The Director recommended to the Board that certain classes should have their probationary period extended from six months to one year. He explained that this was possible under the rules as adopted by the Board and it was for the purpose of giving more time for the appointing authority to pass judgment as to the qualifications of certain technical and professional personnel wherein the normal six months would not be sufficient time, because of the work cycle, for them to determine that a person fully met the qualifications for the position. The positions recommended for extension of the probationary period to one year were:

Assistant Personnel Director  
Personnel Technician  
Personnel Assistant  
Radio Communications Officer  
Radio Technician  
Police-Fire Dispatcher Coordinator  
Patrolman - 1st Grade  
Auditorium Manager  
Auditorium Assistant Manager  
Manager Assistant-Concessions

The Board voted unanimously to approve the recommendation of the Director."

Policy No. 75  
Meeting No. 879  
Meeting Date 11-21-67

P O L I C Y

"The Director recommended to the members of the Board approval of an extension of the probationary period for the class of Electronic Control Repairman from six months to one year as requested by the City Electrician, City of Mobile. The Board unanimously approved such request."

Policy No. 76  
Meeting No. 887  
Meeting Date 2-7-68

P O L I C Y

"To clarify the meaning of the Personnel Board as to the probationary period for the uniformed law enforcement and public safety employee, with reference to the Police and Fire Departments and the Sheriff's Department, the Board, by unanimous approval, hereby stated that it was their intent and is their intent that the probationary period for all uniformed classes or grades as described above shall be for a period of one year from date of entrance or promotional appointment from this date forward."

Policy No. 77  
Meeting No. 898  
Meeting Date 6-5-68

P O L I C Y

Apprenticeship Training Policy amended to permit a step increase every six (6) months for Apprentices who had fully complied with the training requirements and the on-the-job requirements for that period of time. Such six month's increase would be followed through the four year training period.

Policy Attached  
Amended 11-6-79; See Policy No. 125

Policy No. 77, Cont.

### APPRENTICESHIP TRAINING POLICY

The Personnel Board does hereby establish the following as the policy of the Personnel Board in regards to Apprenticeship training for Apprentices in departments where positions in this class are authorized. The establishment and maintenance of the necessary training programs for a department are the responsibility of that department head.

### PURPOSE OF APPRENTICESHIP TRAINING

To encourage formal supervised training programs, in the several departments utilizing the skilled trades, so that the trainees of today may develop the skills and obtain the knowledge so vital to them if they are to be good mechanics in the future.

### INCENTIVE AWARDS (MERIT RAISES & PROMOTIONS)

Subject to the Apprentice showing satisfactory advancement in accordance with the standards of experience and related study as approved by the Personnel Director, he shall receive merit raises and promotions in accordance with the following schedule:

Apprentice I Grade - Completion of 6 months - Step B

Completion of 1 year - Step C

Completion of 1 1/2 years - Step D

When promoted to Apprentice II Grade -

Completion of 6 months - Step B

Completion of 1 year - Step C

Completion of 1 1/2 years - Step D

Total of 42 months, or 3 1/2 years.

Upon completion of 48 months of training and/or studies will be eligible for promotional examination for skilled trade class.

### INCENTIVE STIPULATIONS

Raises within grade shall be automatic when the prescribed standards of experience and job related study established by the appointing authority and approved by the Personnel Director have been met for each period of time as stipulated above. Should an Apprentice fail to show satisfactory advancement in the trade he will forfeit that particular salary advancement or promotion, however, he will be given an opportunity to retake the prescribed related study and work experience for that period. Upon failure the second

Policy No. 77, Cont.

time his employment shall be terminated by the appointing authority. If an employee shows exceptional accomplishment, he may be advanced faster than the time schedules shown above, but not faster than prescribed by the laws and rules of the Personnel Board.

#### INSTRUCTIONAL CLASSES

Under instruction material related study to a particular skill or trade may be in a formal class, study correspondence course, self study courses, or any other proven and satisfactory method of acquiring the necessary trade or knowledge. Related study instruction will be developed and supervised by the department heads. Related subjects and lab classes will have a minimum of 144 hours per year.

#### CLASS ATTENDANCE

Apprentices shall participate in any program of instruction that has been prescribed for their particular trade or skill where classroom study is a part of the instructional program. In order to be eligible for a certificate of completion, the student must have attended 80% of classroom instruction offered.

#### SUPPLIES

Instructional and lab materials and supplies will be furnished by the department in which the Apprentice is employed, except such as notebooks, pencils and etc., which will be furnished by the trainee.

#### RECORDS

Departments participating in the Apprenticeship Training Policy shall maintain written report of each Apprentice's accomplishment showing his past and current status in the program. Such record shall show merits or demerits, both as to related study and as to on-the-job work.

The Department head shall inform the appointing authority and the Personnel Department when the trainee has satisfactorily accomplished the required training and work experience as per a pre-approved schedule; or shall recommend his dismissal when he has twice failed in one section of the training program.

Policy No. 78  
Meeting No. 904  
Meeting Date 7-24-68

## P O L I C Y

"The Director recommended, and the Board unanimously adopted, the policy as follows regarding holidays:

### 'Holiday Policy

Recognizing that Section 9 (c) of Local Act No. 470 approved September 15, 1939, gives authority to the Personnel Board to fix hours of work and attendance regulations amongst other things;

Also, recognizing by a previously adopted policy, the Board set out that ten holidays per year are a reasonable number of holidays for all jurisdictions to observe in a year;

And, further recognizing that equity demands that any adopted policy should be uniform in its application throughout the Classified Service;

Does hereby declare that it is the policy of the Board that any employee whose work schedule requires him to work on an officially declared holiday shall receive compensatory time off for any such holiday worked, up to, but not exceeding, a total of ten holidays in any one calendar year."

Policy No. 79  
Meeting No. 915  
Meeting Date 11-6-68

## P O L I C Y

The criteria for advancement from Clerk II or Clerk III - Grade I to Clerk II or Clerk III - Grade II was established as follows:

1. Not absent more than 10 different times within 3 years (if a person was absent 5 days in one absence this would be counted only as one time).
2. Possession of satisfactory or better service ratings for the last two years.
3. No cause for disciplinary action in the past year.
4. A minimum of 3 1/2 years of continuous service in Grade I of the class (or a similar or closely related class such as advancement from Clerk II to Stenographer).
5. Evidence of training to improve knowledge.

The Board also indicated that anyone employed as a Clerk II - Grade I or Clerk III - Grade I who had been employed for at least one year or more prior to the date of the adoption of the grades could continue to receive merit increases up to the maximum step that was in effect for the Clerk II or Clerk III class immediately prior to the adoption of the new grade levels.

Requests for advancement within grade must be made in writing by the Appointing Authority. Also, a stipulation was made by the Board in that not more than 50% of any one class for a department would be advanced from Grade I to Grade II. (Where there is only one clerk in the class, such Clerk may be considered for advancement by the Appointing Authority.)



Policy No. 80  
Meeting No. 922  
Meeting Date 2-5-69

P O L I C Y

"The Board then proceeded with the next item on the Agenda, which was the request of the City of Mobile that a one year probationary period be established for the class of Director - Inspection Services, in lieu of the present six month probationary period. The Director recommended, and the Board unanimously approved the request."

Policy No. 81  
Meeting No. 923  
Meeting Date 2-11-69

P O L I C Y

"The Board unanimously approved the Director's recommendation, as requested by the Art Gallery Board and City Commission, for the establishment of a one year probationary period for the class of Art Gallery Director."

Policy No. 82  
Meeting No. 926  
Meeting Date 3-5-69

P O L I C Y

"As recommended by the Director, the Board adopted a policy whereby each Laborer who has over one year of service in the Unclassified Service will be credited with ten (10) days accumulated sick leave and ten (10) days accumulated vacation at the time he is reclassified to a regular position after being blanketed in, inasmuch as this is the policy that was followed by the Personnel Board after the original employees had been blanketed into the Classified Service and placed in their proper class."

Policy No. 83  
Meeting No. 941  
Meeting Date 7-21-69

## P O L I C Y

"To be eligible for riot squad incentive pay, an individual must have been accepted as a member of a formally organized riot squad.

In addition, the individual must:

1. Maintain physical fitness at all times.
2. Participate in a minimum of eight (8) hours of training per month.
3. Qualify on the pistol range.
4. Maintain high quality service ratings.
5. Maintain, in the judgment of his supervisors, a good attitude and outlook toward riot training and, also, toward his superiors.
6. Not miss more than two (2) consecutive alerts without proper excuse.
7. The allowance of \$15 would be reduced by any other allowance received by an officer except those allowances received by all officers of his agency."

Policy No. 84  
Meeting No. 941  
Meeting Date 7-21-69

## P O L I C Y

"From the date of adoption by the Board, the following compensatory time regulations would prevail in all jurisdictions:

1. Any employee, other than supervisory personnel, who in addition to performing his regular daily work schedule is requested by the Department Head to work more than one-half (1/2) hour before starting time, or more than one-half (1/2) hour after regular quitting time shall be given credit for accumulated compensatory time only to the extent of such time worked, either before or after, or both.
2. All compensatory time credited to an employee shall be compensatory time earned only in the area in which the person is employed.
3. In each department an individual employee record shall be maintained showing specifically the date, time, and place where compensatory time work was performed; a statement by the Department Head that the time thus worked in excess of the normal work week was required and necessary.
4. While no compensatory time may be taken except at the discretion of the Department Head, a schedule of work should be maintained which permits equity in spreading of the taking of compensatory time amongst all employees.
5. Employees in shift operations who are required to work on holidays officially declared as such by the Appointing Authority shall be paid for holidays."

Policy No. 85  
Meeting No. 941  
Meeting Date 7-21-69

P O L I C Y

"The Director recommended, in order to clarify the intent of the Board in the amendment of Rule 3.5, that it should be pointed out that the Board intended that any lump sum payment in the event of death would go to the beneficiary of the deceased rather than widow or widower, and the Board unanimously approved the Director's recommendation."

Policy No. 86  
Meeting No. 950  
Meeting Date 9-19-69

## P O L I C Y

"The Board, on motion unanimously carried, adopted the following policy for employees blanketed into the Merit System with prior service with regard to vacation leave:

'The Personnel Board adopted a Policy of permitting those individuals who have been blanketed into the classified service to start counting, effective October 1, 1969, their service prior to being blanketed in, towards their vacation earnings, as set out now in Rule 3.4 for employees whose total length of time has been in the classified service.'"

Policy No. 87  
Meeting No. 956  
Meeting Date 11-5-69

P O L I C Y

"The Board unanimously approved the request of the Mobile Housing Board, as recommended by the Director, that the probationary period for all technical, professional, and administrative positions at the Housing Board be extended from six months to one year as set out in Rule 11.1."



Policy No. 88  
Meeting No. 958  
Meeting Date 11-18-69

P O L I C Y

"The Chairman stated that Mr. Mitchell was absent as he was in New York but he had sent a memorandum asking the Board to: 'Amend the compensatory time regulations adopted on July 21, 1969, which read, *'Employees in shift operations who are required to work on holidays officially declared as such by the Appointing Authority shall be paid for holidays.'* so that it should read instead, *'Employees in shift operations who are required to work on holidays officially declared as such by the Appointing Authority shall be paid for holidays; except that an employee may elect to receive compensatory time credit for the holiday.'* The Board, on motion unanimously carried, adopted the amendment to the compensatory time regulation as set out in the memorandum."

Policy No. 89  
Meeting No. 963  
Meeting Date 1-7-70

P O L I C Y

"In compliance with the request of the Board of City Commissioners, and the recommendation of the Director, the Board, on motion unanimously carried, provided that under Rule 11.1 of the Laws and Rules of the Personnel Board, all professional, technical, and/or administrative positions authorized for the City of Mobile have a twelve month probationary period, with the understanding that this would apply only to new employees appointed subsequent to January 1, 1970."

Policy No. 90  
Meeting No. 974  
Meeting Date 5-6-70

## P O L I C Y

"The Director stated that he wished a clarification of the policy of the effective date of pay changes after action of the Board. He stated it was his understanding that the Board's policy was that any pay change approved by the Board would be effective at the beginning of the next pay period subsequent to such action unless specifically stated otherwise. The Board unanimously agreed that this was the established policy which they previously approved."

Policy No. 91  
Meeting No. 977  
Meeting Date 6-3-70

P O L I C Y

"The Director recommended to the Board that, inasmuch as the question had arisen as to whether those employees who had been employed longer than ten years by the various jurisdictions as Laborers before being blanketed in could earn vacation at the rate of those classified employees who have more than ten years of service, the Board approve an action to accomplish this, provided that it could be done legally. Mr. Berger asked if this could legally be done and Mr. Engel said that it could. The Director stated that there would be employees in the local government positions ten years prior to being blanketed-in. There being no further discussion, the Board, on motion unanimously carried, approved the Director's recommendation."

Policy No. 92  
Meeting No. 983  
Meeting Date 8-5-70

P O L I C Y

"The Director recommended approval of the request of the City of Mobile and the City of Prichard that Firemen be given a \$20 per month food allowance, it being felt that this is justifiable in that they are on duty 24 hours and they need to prepare food for themselves at the station and at the same time their families have to prepare three meals a day at home. The Director stated that it was necessary to approve this matter under the Law inasmuch as it is a subsistence allowance and should be considered as part of their pay. The Board unanimously approved the requests."

Policy No. 93  
Meeting No. 987  
Meeting Date 9-2-70

## P O L I C Y

"The Director recommended adoption by the Board of the following policy:

'Employees in the classified service may work on jobs outside of their jobs under the following conditions:

1. Any employees serving in recreation classes who hold a regular permanent job elsewhere and who are employed by the various jurisdictions on a part-time basis; their permanent full-time position is the primary job.
2. Any employee who works on a full-time basis for any of the jurisdictions under the Mobile County Personnel Department may do work outside of their full-time employment at the discretion of the administrative head of the jurisdiction, but no employee shall be employed in outside work that is in conflict with his employment under the Merit System.'

The Board, on motion unanimously carried, approved the Director's recommendation, and it was so ordered."

Policy No. 94  
Meeting No. 989  
Meeting Date 9-29-70

## P O L I C Y

"It shall be the policy of the Board that those employees who have been employed as laborers in a jurisdiction and who had prior to the blanketing in of laborers passed a test and had been permanently appointed to a Truck Driver I position from a certification, then subsequent to the blanketing in of laborers were reclassified as Public Works Maintenance Man I, shall have their continuous time as laborer employees counted towards the ten year period required to earn a vacation at the equivalent rate of three weeks annually."

Policy No. 95  
Meeting No. 989  
Meeting Date 9-29-70

## P O L I C Y

"The Director pointed out the Policy of the Board which is to approve merit increases up to the F step for employees in the Clerk II-Grade I class who had been employed as a Clerk II for at least one year prior to the division of the class into grades. He requested that the Board let this Policy apply to those employees who had served the required time in the class of Motor Vehicle Checker, as well as to those who served in the Clerk II class. He stated that this would apply only to the License Commissioner's Office, inasmuch as they are the only ones employing Motor Vehicle Checkers, and that these classes are interchangeable. The Board unanimously approved the revision to the Policy."



Policy No. 96  
Meeting No. 1007  
Meeting Date 2-18-71

P O L I C Y

"As requested by the Board of City Commissioners, the Director recommended approval of an initial uniform allowance of \$100, and a yearly allowance thereafter of \$75 for those employees of the Bankhead Tunnel Department who are not now receiving such allowance. The Director stated that he recommended approval providing that a standard uniform is specified and that the individual employee is required to wear this uniform while on duty. The Board, on motion unanimously carried, approved the request of the Board of City Commissioners, as recommended by the Director."

Policy No. 97  
Meeting No. 1009  
Meeting Date 3-10-71

## P O L I C Y

"Mr. Mitchell read to the Board a statement from the Personnel Board and signed by all three members of the Board, endorsing the rights of Civil Service employees to form an employee organization:

'The Personnel Board has received an oral request for an opinion regarding the rights of Civil Service employees to form an employee organization.

The Laws and Rules of the Personnel Board do not prohibit such organizations where the purposes thereof are to foster and promote improvements in the merit system resulting in employee benefits and working conditions. Such organizations may also promote a better understanding between employee and employer, and between the employee and the public generally.'

The Board, on motion made by Mr. Mitchell, unanimously adopted the statement and endorsement."

Policy No. 98  
Meeting No. 1026  
Meeting Date 8-4-71

P O L I C Y

"The Board, on motion unanimously carried, approved the proposed change in the Rules and Regulations governing the Mobile Fire Department and adopted the following as a policy of the Mobile County Personnel Board in order to discourage abuse of sick leave privileges:

'The use of sick leave is governed by the Laws and Rules of the Mobile County Personnel Board. Abuse of sick leave will be cause for immediate dismissal from the department.'"

Policy No. 99  
Meeting No. 1057  
Meeting Date 4-25-72

## P O L I C Y

"The Director advised the Board that the City of Chickasaw has requested that the probationary period for the class of Maintenance Mechanic Inspector be increased from six months to one year. He stated that he recommended approval of this request due to the fact that this is a position with a great deal of responsibility and duties, which vary in accordance with the seasons and the time of the year. The Board unanimously approved the Director's recommendation."

Policy No. 100  
Meeting No. 1078  
Meeting Date 11-16-72

## P O L I C Y

"In a discussion between the representative of the Personnel Board, Mr. Mitchell, the Director, and a representative of the Mobile County Employee Association, concerning grade levels in the clerical classes, which includes Clerk II, Clerk III, and Stenographer, it was thought that there was merit in the following proposals that were made regarding these classes:

1. That those who had been advanced to a higher grade level within a class would have to maintain their attendance record and their efficiency as indicated by service ratings or be demoted back to the lower grade with a one step reduction in pay. Such determination being made at least once a year by the Mobile County Personnel Department from the records.
2. Where a person had met the requirements for advancement to a higher grade and had not, because of the 50% limitations on those holding the higher grade, been promoted, they could, after one year of being so qualified, be permitted to be promoted to the higher grade upon the recommendation of the Appointing Authority.

The Board discussed this matter and, having concurred with the Director that the proposals did have merit, Member Mitchell moved that this be made a policy of the Board, and the motion was unanimously carried."

Policy No. 101  
Meeting No. 1087  
Meeting Date 2-7-73

P O L I C Y

"The Director recommended adoption of a policy by the Board that specified holidays approved by the various jurisdictions for their employees must be submitted to the Board before a particular holiday is taken, and the Board unanimously approved."

Policy No. 102  
Meeting No. 1092  
Meeting Date 3-28-73

P O L I C Y

"The Board unanimously approved the recommendation of the Director, as requested by the Board of City Commissioners, to extend the probationary period of the class of Police-Fire Dispatcher from six months to one year, due to the nature of the work involved."

Policy No. 103  
Meeting No. 1105  
Meeting Date 7-24-73

P O L I C Y

"The Director further requested that in future announcements we continue to include that applications must be filed by closing time of the final filing date, but discontinue showing that they will be received if postmarked by midnight of the final filing date. The Board unanimously concurred in this request."



Policy No. 104  
Meeting No. 1116  
Meeting Date 10-05-73

## P O L I C Y

"Upon written request from Donald Briskman, Esquire, Attorney for the Honorable A. J. Cooper, Jr., as Mayor of the City of Prichard, and a tax paying resident citizen of the City of Prichard, requesting the Personnel Board to review the Director's application and interpretation of the rules as they apply to the payment of compensatory time for retired employees, the Board undertook to conduct a review thereof in the 1115th meeting of the Board held October 3, 1973.

Present and representing the Honorable A. J. Cooper, Jr., was Donald Briskman, Esquire. Present and representing the Prichard City Council was Robert G. Kendall, Jr., Prichard City Attorney.

The purpose of the hearing as stated by Mr. Briskman was to obtain the Board's interpretation of that portion of Rule 3.1 applicable to compensatory time. The pertinent portion of Rule 3.1 reads as follows:

'HOURS OF WORK. 3.1 The hours of work shall be fixed by the Appointing Authority with due regard to the convenience of the public, and to working hours customarily observed in the community, except that no full time employee shall work less than eight (8) hours per day, five (5) days per week. Employees shall not be allowed pay for overtime.

Provided, however that where the appointing authority has an established policy as to what constitutes overtime and an official record in accordance with Personnel Board regulations is maintained of overtime earned by every employee, a department head may allow an employee time-off during regular hours to compensate for overtime worked. Such time off shall be allowed at a time most convenient to the operation of the department and at the discretion of the department head. At the end of each six months of a fiscal year, any employee who has been prevented by his department head or appointing authority from taking any part or all of his overtime accumulated in that period of time in the fiscal year because his services could not be spared shall be entitled to receive payment for his accumulated overtime in excess of two weeks accumulation, if it is proved to the satisfaction of the Appointing Authority and the Director that it had been impossible to schedule time-off for the employee because his services could not be spared due to an abnormal workload. Such payment shall be made on the basis of

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(Page Two)

the regular rate of pay received by such employee on the last day of the six months period for which payment is claimed. Failure to claim payment within sixty days after a fiscal year shall constitute evidence of voluntary relinquishment of claim for such accumulated overtime. Upon the death or retirement of an employee all overtime accumulation to his credit on the records shall be paid in one lump sum payment at the rate of pay he was receiving at the time of death or retirement.'

Based on the statements made by Mr. Briskman, the dispute involved in the interpretation of this rule arose as the result of a request by one Walter G. Hays, labor leaderman, City of Prichard, upon his retirement from the City of Prichard making request to the City for payment of his accumulated compensatory time under the provisions of the foregoing rule.

Mr. Briskman outlined the position of his client to the Board in which he contended that inasmuch as the former employee had failed to make application at the end of each six months of a fiscal year for payment for his accumulated overtime in excess of two weeks accumulation, that under said rule his failure to claim payment constituted evidence of voluntary relinquishment of his claim for such accumulated overtime and he was, therefore, not entitled to receive compensation for this accumulated time upon his retirement.

The Board heard argument from Mr. Briskman on behalf of Mayor Cooper, by Mr. Kendall on behalf of the Prichard City Council, and by Mr. Mylan R. Engel, the Board's attorney as to the interpretation of the foregoing rule.

The Board takes note of the fact that the employee, Mr. Walter G. Hays, has retired from his position with the City of Prichard and that he has made application for payment in one lump sum for his accumulated overtime and that the Prichard City Council approved and authorized payment for his accumulated compensatory time and this was subsequently certified on the proper payroll to the Personnel Department and was approved by the Personnel Director.

The Board also takes note of the fact that the provisions dealing with compensatory time were promulgated by the Board under its rule making power on July 22, 1969, and is incorporated in Rule 3.1 as aforesaid.

The Board takes the position that assuming the employee has met all of the requirements of the compensatory time rule, that he is entitled to be paid all overtime accumulation to his credit on the records in one lump sum at the rate of pay he was receiving at the time of his retirement.

The foregoing rule provides that at the end of each six months of a fiscal year, any employee who has been prevented by his department head or appointing authority from taking any part or all of his overtime accumulated in that period of time in the fiscal year because his services could not be spared, is entitled to receive payment for his accumulated overtime in excess

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(Page Three)

of two weeks accumulation if it is proved to the satisfaction of the appointing authority and the director that it had been impossible to schedule time off for the employee because his services could not be spared due to an abnormal workload. However, the Board also interprets the foregoing rule to mean that if the employee fails to claim payment within sixty days after a fiscal year, that he cannot be paid at that time for the accumulated overtime. However, the Board also interprets said rule and it has been the policy of the Board that even though the employee has failed to claim payment within sixty days after the end of a fiscal year this does not mean that the employee has, in fact, lost the benefit of the accumulated compensatory time, but that any accumulated compensatory time remains to his credit until his death or retirement at which time either the employee or his estate is entitled to payment therefor. Simply because the employee fails to claim payment within sixty days after a fiscal year, does not, under the Board's interpretation of the rule, and the policy of the Board prevailing since the adoption of the rule, mean that the employee has forfeited any and all rights to claim said accumulated compensatory time at a future date.

The purpose of the rules promulgated by the Board is to provide an orderly procedure for the uniform administration and enforcement of the Civil Service Law, to assure all citizens of capacity and ability an equal opportunity to compete for positions in the public service, to establish conditions in the public service which will attract officers and employees of character and capacity, and to increase the efficiency of the governmental departments by the improvement of methods of personnel administration.

As was stated in Stone v. State found in 8 So. 2d 210, it is the position of the Board that in view of the comprehensive language of the Civil Service Act, the broad scope of its operation, and the beneficent purposes for which it was enacted, the narrow construction of the foregoing rule as contended by Mayor Cooper impresses us as unsound. Furthermore, it may be stated that the entire Act is highly remedial and should be liberally and favorably treated and construed with reference to the evils it was intended to curb, and the highly beneficent aims that inspired its adoption.

It has always been the policy of the Board to apply this liberal interpretation to the application of this rule involving compensatory time.

In light of the foregoing, it is the ruling, decision and order of the Board that the action of the Director in certifying the payroll authorizing payment to Walter G. Hays be and it is hereby AFFIRMED.

Done this the 5th day of October, 1973."

Policy No. 105  
Meeting No. 1126  
Meeting Date 1-18-74

P O L I C Y

"It is hereby the Policy of the Personnel Board that no pay increase will be granted to any employee based solely upon the fact that the employee is going to retire in the immediate future."

Policy No. 106  
Meeting No. 1132  
Meeting Date 3-6-74

## P O L I C Y

"The Personnel Board adopts the following policy as to the effect a suspension has on an individual's merit increase:

'An employee who has been suspended shall not be entitled to an ordinarily due individual merit increase until six (6) months has elapsed since his last suspension; except that an employee who has had only one suspension of five (5) days or less subsequent to his last merit increase shall be entitled to his next merit increase on its regular due date when so recommended as set out in Rule 5.4.'"

Policy No. 107  
Meeting No. 1132  
Meeting Date 3-6-74

P O L I C Y

"The Personnel Board adopts the following amendment to its regulation on compensatory time and holiday pay adopted July 22, 1969:

Amend regulation (5) as follows:

'Employees who work shift operations, or, all non-shift employees who are regularly required to work on officially scheduled holidays during the year shall receive one additional day's pay for each holiday that they are on duty. All other employees who occasionally are requested to work on a scheduled holiday shall receive compensatory time for such day worked.'"

Policy No. 108  
Meeting No. 1140  
Meeting Date 5-9-74

## P O L I C Y

"It shall be the policy of the Mobile County Personnel Board that in any given situation where a classified employee is occupying the position of Chief of Police of any city or town under the jurisdiction of the Mobile County Personnel Board as the result of having been appointed from a Civil Service employment register or promotion list, is removed from the position of Chief of Police by such city or town under the authority of Section 578 of Title 14 of the 1940 Code of Alabama recompiled 1958, shall be entitled to retain his Civil Service status in a lower police class at a rate of pay to be set by the Director, provided that his removal from the position of Chief of Police was not for reasons that could be cause for dismissal as set out in Rule 14 of the Laws and Rules of the Personnel Board."

Policy No. 109  
Meeting No. 1151  
Meeting Date 8-1-74

## P O L I C Y

"The Fair Labor Standards Amendments of 1974 were enacted into law on April 8, 1974, and became effective May 1, 1974. These amendments extended coverage to employees of state, local and interstate governmental agencies. Elected officials, their personal staff, appointees on the policy making level, and immediate advisors are not covered. Thus, bona fide executive, administrative, professional employees employed under the Mobile County Civil Service System are exempt from the minimum and overtime pay requirements of the act. Whether an employee is exempt depends on his duties and responsibilities as well as the salary that he is paid. It is anticipated that disagreements will arise from time to time as to whether or not an employee falls in the exempt or non-exempt category. Therefore, the Personnel Board does hereby adopt the following as a policy of the Board:

'It is hereby the policy of the Mobile County Personnel Board that any employee who has been placed in an exempt category by his appointing authority, who believes that he should be in the non-exempt category, shall have the right to request a review of his status by the Personnel Director. An employee desiring a review of his status shall, within ten (10) days after notice of having been placed in the exempt category, file with the Director a written application for review. The application for review shall set out his reasons why he believes the determination by his appointing authority was not justified. The Director shall investigate all relevant facts surrounding the employee's duties and responsibilities and shall make a final determination as to whether or not the employee should be in the exempt or non-exempt category. The decision of the Director shall be final and shall be certified to the appointing authority and to the employee involved.

It is the further policy of the Board that any appointing authority or Department Head may request rulings by the Personnel Director as to whether an employee should be in the exempt or non-emempt category.'

"ADOPTED on this the 1st day of August, 1974."



Policy No. 110  
Meeting No. 1157  
Meeting Date 9-19-74

P O L I C Y

"Further, for a matter of clarity, the Board noted that its' Policy regarding the interpretation of 'retirement due only to longevity of an employee' would be not less than twenty (20) years of service."

Policy No. 111  
Meeting No. 1161  
Meeting Date 10-22-74

P O L I C Y

"The Board adopted the following as its policy in regard to the interpretation of the immediate family in the using of sick leave:

Husband	-	Wife
Father	-	Mother
Brother	-	Sister
Child	-	Grandchild
Grandfather	-	Grandmother

or "in-law" of any

or any family member if living in the same household."

Policy No. 112  
Meeting No. 1209  
Meeting Date 12-15-75

P O L I C Y

"Motion was made and unanimously approved that the Board adopt a Policy that an employee or applicant wishing to request a supplemental examination in accordance with the Laws and Rules of the Personnel Board must do so within fourteen (14) days after the examination was originally scheduled and that a Bulletin be sent to the various jurisdictions notifying them of the Policy of the Board."

Policy No. 113  
Meeting No. 1240  
Meeting Date 9-28-76

P O L I C Y

The Board adopted a policy whereby the Director was instructed to require the following written assurances from each jurisdiction before requests for blanket increases could be considered:

- (1) That adequate funds were available to provide for the increases.
- (2) That no employees would be laid off during the upcoming year because of lack of funds due to that increase.

Policy No. 114  
Meeting No. 1247  
Meeting Date 11-18-76

## P O L I C Y

### HOLIDAY POLICY

All regular forty hour per week Merit System employees who are required by their Appointing Authority to work on a normally scheduled Holiday shall be paid, in addition to their regular day's pay, for each hour worked on the Holiday at the rate of one and one-half times their normal rate of pay.

All regular fifty-six hour per week Merit System employees who are required by their Appointing Authority to work on a normally scheduled Holiday shall be paid, in addition to their regular day's pay, for each hour worked on the Holiday at the rate of one-half time their regular rate of pay.

In the event a forty hour per week employee's off days are other than Saturday and Sunday and the Holiday should fall on their regular scheduled off days and they are not called in to work on that Holiday, the employee shall be entitled to accumulate 8 hours compensatory time in lieu of his regular day off.

If an employee is on a non-pay status on their last scheduled work day preceding the Holiday or their first scheduled work day following the Holiday, they will not be entitled to Holiday Pay.

Policy No. 115  
Meeting No. 1254  
Meeting Date 1-27-77

P O L I C Y

The Personnel Board unanimously approved a motion that no item may be brought up from the floor in Personnel Board Meetings unless such item has first been presented to the Director for his consideration and has been placed as an item on the agenda.

Policy No. 116  
Meeting No. 1263  
Meeting Date 4-5-77

P O L I C Y

The Personnel Board adopted the attached Educational Incentive Pay Policy for Law Enforcement and Fire personnel with the understanding that the pay would not become effective until verification of entitlement to such has been received by the Personnel Department and approved by the Director.

Policy No. 116, Cont.

EDUCATIONAL INCENTIVE PAY POLICY

FIRE DEPARTMENTS

PART ONE

All uniformed Firefighters from entry level through the entire rank structure who can substantiate through certified official transcripts from a college or university with an accredited program in Fire Science shall, upon approval of the Director, be granted a one-step (5%) educational incentive pay increment upon satisfactory ("C" average or better) completion of requirements for an Associate Degree (96 quarter hours) in Fire Science, or very closely related field that included at least 55 quarter hours or its equivalent in the specialized courses that apply to Fire Science. Furthermore, upon satisfactory completion of requirements for a Bachelor's Degree in Fire Science Administration, the educational incentive increment shall be raised to two steps (10%).

PART TWO

All uniformed Firefighters above the rank of Captain who can substantiate through certified official transcripts from a college or university with an accredited program in Business Management or Public Administration shall, upon approval of the Director, be granted a one-step (5%) or two-step (10%) educational incentive pay increment as described in Part One, noting, however, that the course requirement in quarter hours be changed to 96 (64 semester hours) in an appropriate field of study for the 5% increment. Provided, however, that educational incentive pay as promulgated in Part Two cannot be interpreted to mean pay in addition to that promulgated in Part One. It is the intent of the Personnel Board that educational incentive pay be limited to a maximum of 10%.



Policy No. 116, Cont.

EDUCATIONAL INCENTIVE PAY POLICY

LAW ENFORCEMENT DEPARTMENTS

PART ONE

All sworn Law Enforcement Officers and Cadets from entry level through the entire rank structure who can substantiate through certified official transcripts from a college or university with an accredited program in Criminal Justice, Criminology, or Law Enforcement shall, upon approval of the Director, be granted a one-step (5%) educational incentive pay increment upon satisfactory ("C" average or better) completion of at least 96 quarter hours (64 semester hours) leading toward the aforementioned degrees. Furthermore, upon satisfactory completion of requirements for a Bachelor's Degree in aforementioned fields, the educational incentive increment shall be raised to two steps (10%).

PART TWO

All sworn Law Enforcement Officers above the rank of Lieutenant who can substantiate through certified official transcripts from a college or university with an accredited program in Business Management or Public Administration shall, upon approval of the Director, be entitled to the same one-step or two-step incentive pay increment as promulgated in Part One. Provided, however, that educational incentive pay as promulgated in Part Two cannot be interpreted to mean pay in addition to that in Part One. It is the intent of the Personnel Board that educational incentive pay be limited to a maximum of 10%.

Policy No. 117  
Meeting No. 1264  
Meeting Date 4-12-77

## P O L I C Y

The Personnel Board stipulated as to its intent that upon implementation of the Classification and Wage Survey, any provisional employees, who might by virtue of their present salary otherwise be advanced to a step beyond "A" in the new pay range, be frozen at their present rate of pay until their provisional appointment is terminated.

Policy No. 118  
Meeting No. 1274  
Meeting Date 6-23-77

## P O L I C Y

WHEREAS, Rule 4.4 of the rules of the Personnel Board permits the Board to make changes in classifications of positions where the Director deems the facts sufficient to warrant such action; and

WHEREAS, said rule also provides that "whenever a position is assigned to a higher class, the Director, after conference with the appointing authority concerned, shall determine whether the position shall continue to be held by the incumbent without an examination, shall be filled through a non-competitive promotional test, or shall be filled through a competitive promotional test"; and

WHEREAS, incumbents who are allowed to continue to hold a position as reclassified, have been required to complete a new working test period in the higher position, which would allow them to be removed from such position as reclassified under the provision of the working test rule heretofore promulgated by the Board; and

WHEREAS, the Board deems it not to be in the best interest of the Civil Service to require a new working test period for those incumbents holding reclassified positions where such incumbents have completed their working test period in the lower position.

NOW THEREFORE, it is hereby the policy of the Mobile County Personnel Board that when incumbents of a position in a lower class continue to hold reclassified positions, where such incumbents have already completed their working test period in a position of the lower class, shall be deemed to be permanent employees and may only be removed from such position for cause under the provisions of Rule 14 of the rules promulgated by the Board.

Policy No. 119  
Meeting No. 1291  
Meeting Date 12-19-77

## P O L I C Y

In view of the fact that Public Safety employees of the City of Mobile Fire Department are not eligible for overtime pay, but do accrue compensatory time, the Board unanimously approved a request that the compensatory time be accumulated at the rate of time and one-half for each hour worked.

Policy No. 120  
Meeting No. 1298  
Meeting Date 2-24-78

P O L I C Y

"In the event that an applicant has secured a position on the employment register for more than one jurisdiction for a single classification and said applicant accepts employment with one jurisdiction, such employee's name shall be simultaneously removed from the employment register for that classification for other jurisdictions."

Policy No. 121  
Meeting No. 1305  
Meeting Date 5-9-78

## P O L I C Y

A motion was made and unanimously approved that "people appearing as representatives of Appointing Authorities to request provisional appointments should be required to have a letter in hand signed by the Appointing Authority authorizing them to speak for them."

Policy No. 122  
Meeting No. 1325  
Meeting Date 12-19-78

P O L I C Y

"It shall be the policy of the Mobile County Personnel Board that insofar as time in grade is concerned as a requirement for admission to interdepartmental promotional examinations, that only such time in grade accumulated while employed within the jurisdiction for which promotional opportunity is sought shall be counted."

Policy No. 123  
Meeting No. 79-15  
Meeting Date 5-15-79

## P O L I C Y

DECLARATION OF POLICY. It is the policy of the Personnel Board for Mobile County to encourage and enable the blind, the visually handicapped, and the otherwise physically disabled, to engage in remunerative employment in positions under the jurisdiction and control of the Mobile County Personnel Board. It is the further policy of the Board that the blind, the visually handicapped, and the otherwise physically disabled, shall be eligible for employment in Merit System positions under the jurisdiction of the Mobile County Personnel Board on the same terms and conditions as the able-bodied, unless it is shown that the particular disability prevents the performance of the work involved.

In administering tests for the various classes of positions in the Classified Service, if any of the applicants who appear to possess the required qualifications for such test are blind, visually handicapped, or otherwise physically disabled, and such handicap prevents any such person from physically recording the answers to the test questions, such handicap shall not prevent such applicant from taking such test. The Director is hereby authorized to establish a uniform procedure for recording the answers given by such applicant in order that any such person shall not be under a handicap in taking any such test. In the establishment of such procedure, the Director should provide proper security measures and safeguards to maintain the confidentiality of the test and the accuracy of the recording and scoring of the answers of such applicant.



Policy No. 124  
Meeting No. 79-27  
Meeting Date 9-4-79

## P O L I C Y

The following policy was adopted by the Personnel Board in order to expedite the Resolution of Appeals from dismissal and from rulings of the Grievance Committee, and to afford the employee and the appointing authority a speedy hearing:

1. After the Director completes his investigation and makes his report to the Board, the Board shall, with all reasonable dispatch, and in accordance with Rule 14.5, set a date for the hearing on the appeal.
2. All parties at interest or their respective attorneys shall be promptly notified of the time, date and place of the scheduled hearing.
3. No continuance or postponement of the hearing shall be had except for good cause shown by notice, in writing, to the Director no later than five (5) days prior to the date of the scheduled hearing.
4. The foregoing to the contrary notwithstanding, nothing herein shall prevent the Board from continuing any hearing on its own motion when justice so requires.

Policy No. 125  
Meeting No. 79-34  
Meeting Date 11-6-79

P O L I C Y

The Board unanimously approved the adoption of the revised Apprentice Policy that governs the operation of the Apprentice Program for all participating jurisdictions under the Mobile County Merit System.

A copy of the approved eight page revised policy is attached.

## THE PERSONNEL BOARD FOR MOBILE COUNTY ALABAMA

P. O. BOX 447

MOBILE, ALABAMA 36601

TRAINING REGULATION  
No. 1-79

October 16, 1979

## APPRENTICE TRAINING

## General

Probably the greatest assets that we, the American nation, have are the skills and know how of our people. The Merit System in Mobile County is no different from the rest of the nation. We, too, have talented people, and it is imperative that we judiciously guard this asset. Our future progress and the strength of our Merit System depends upon a conscious concern for human resources in the areas of treatment, training, and skills development. One of the best avenues by which we can achieve these goals is through apprenticeship. Apprenticeship, in simplest terms, is training in certain types of occupations which require a wide and diverse range of skills and knowledge as well as maturity and independence of judgment. It involves planned day-by-day on-the-job training and work experiences under proper close supervision reinforced by technical studies in subjects related to the trade. As practiced by modern industry and government, apprenticeship is the most practicable approach to giving young workers entering the work environment thorough instruction and experience, both on and off the job in all the practical and theoretical aspects of the work required in a skilled occupation, craft or trade. Apprenticeship programs are important to both government and industry; craft workers transform the ideas and diagrams of scientists and engineers into the finished product. They build, install, operate, and service the machines in our factories, shops, and offices. They perform many varied jobs essential to the smooth running of our government and industrial machines. Apprenticeship brings together in a common effort all segments of the economy to train today's youth and achieve a continuing source of skilled workers. It provides guidance and leadership to youth wishing to become skilled in their chosen trades. Equally important, it provides the mechanism necessary to keep training practices abreast of changing needs.

1. PURPOSE. To provide a formal training program in the skilled trades area, whereby participating departments/divisions of jurisdictions served by the Mobile County Personnel Department will be able to initiate training procedures that will provide skilled craftsmen for the future.
2. POLICY. The Personnel Board for Mobile County through its Director place the operation of the Apprenticeship Program under the auspices of the Training Officer, Mobile County Personnel Department.

3. SCOPE. All jurisdictions served by the Mobile County Personnel Department and authorized the classification of Apprentice.

4. DEFINITIONS.

a. Immediate Supervisor - an individual so designated by the department/division head who is serving in a supervisory position or class in accordance with job specification established by the Personnel Department.

b. Common subjects - areas of training that are common to all Apprentice classifications.

c. Related subjects - technical training directly related to a particular trade in an Apprentice classification.

d. Advanced standing - permission granted to individuals to bypass a segment(s) of training because of demonstrated skills and knowledge.

5. RESPONSIBILITIES.

a. Training Officer - shall be responsible for the overall operation and functioning of the Apprenticeship Program to include:

- (1) Conducting orientation for new Apprentice appointees.
- (2) Setting and maintaining provisions of standards.
- (3) Coordinating and approving work process schedules.
- (4) Scheduling and approving related subjects training.
- (5) Maintaining attendance records.
- (6) Screening requests for merit increases.
- (7) Issuing Certificates of Completion.
- (8) Serving as liaison to Mobile County School Board.
- (9) Providing physical location for the conduct of training.

b. Department Head - will be responsible for:

- (1) Developing related subjects training program for trades in his department.
- (2) Creating an environment that is conducive to learning.
- (3) Assigning each Apprentice to an immediate supervisor.
- (4) Making periodic checks on the progress of each Apprentice in his department.
- (5) Recommending termination of those participants who fail to meet the standards prescribed by the program.
- (6) Making recommendations to Personnel Director for merit increases.

c. Immediate Supervisor - is responsible for:

- (1) Introducing the appointee to the work environment and familiarizing him with the basic standards of the Apprenticeship Program.
- (2) Preparing work process schedules and submitting them for approval.
- (3) Insuring that Apprentice's work schedule allows for attendance at related subject training.
- (4) Maintaining accurate attendance records.
- (5) Being aware of the progress the Apprentice is making.
- (6) Recommending merit increases to department head for deserving Apprentices.
- (7) Counseling Apprentices under his supervision when needed. (a minimum of once a quarter)

d. Apprentices - shall be responsible for:

- (1) Attendance at all training sessions.
- (2) Adhering to the prescribed standards of the program.
- (3) Providing themselves with those supplies not furnished by their departments.
- (4) Successfully completing the Apprenticeship Training Program.

6. PROCEDURES.

a. After the announcement for the Apprenticeship classification has been closed, the Public Employees Training Council Brochure Committee shall provide each applicant with an Apprenticeship Information "Packet". This packet will contain a general description of each type Apprentice position and worksite and is designed to assist the applicant in making an informed decision when he chooses a particular area.

b. All new Apprentices will go through an orientation program on the day they are to report to work. At this orientation, the Apprentice will be:

- (1) Assigned to an immediate supervisor.
- (2) Informed of the standards of the program.
- (3) Informed of the policies and procedures of the program including attendance, work scheduling, and related subjects training.
- (4) Informed of the Laws and Rules of the Personnel Board for Mobile County.
- (5) Taken to his worksite by his supervisor.

c. Each Apprenticeship classification shall have set basic standards to make sure that the program provides uniform and effective training that will develop the skills required of qualified craft workers.

(1) Training Standards

(a) Work processes - The department head and the immediate supervisor will outline the specific tasks that the Apprentice will be trained in through supervised work experience or on-the-job training and the amount of time spent on each major process or division of the trade.

(b) Planned Instruction (Related & Common) - The Department working through the Mobile County School Board and the Personnel Department Training Officer will provide for organized instruction in subjects that are common to each class or trade. This may include either supervised correspondence or self-study courses provided that they are approved by applicable law and the Training Officer. A minimum of 144 hours of instruction for each year of Apprenticeship is required.

(c) Progress Evaluation Records - The immediate supervisor will prepare bi-monthly progress reports on each Apprentice covering job performance, related subjects, and common subjects training. These progress reports will be closed on Friday of the last reporting period and forwarded to the Training Officer. At the end of a reporting period, any participant demonstrating exceptional potential can be recommended by his supervisor for an evaluation to determine if advanced standing should be granted.

(d) Number of Apprentices to be employed - This will depend upon the authorization of the jurisdiction.

(e) Equal Opportunity in Apprenticeship - The Apprentice Program shall be in compliance with Title 29, Code of Federal Regulations, part 30, and shall be covered by the affirmative action plans of the Mobile County Personnel Board and member organizations.

(f) Term of apprenticeship - The term of apprenticeship will be 36 or 48 months, depending upon the area of training or trade. After completing the required training the participant will be recommended for promotional examination for skilled trade class. In the case of Apprentices being granted advanced standings, adjustments will be made for time in the program.

(g) Probationary Period - The probationary or working test period for Apprentices will be six (6) months.

(h) Safety and Health - The Apprenticeship Training Program will observe all safety procedures, both on the job and in the classroom environment.

## (2) Administrative Standards

(a) Wages - Salary ranges for the Apprenticeship Program will be set by the Personnel Board for Mobile County. Salary ranges may vary depending upon which jurisdiction employs the Apprentice.

Subject to the Apprentices obtaining satisfactory ratings or progress reports in both job performance and training, upon recommendation of the department head and with the approval of the Personnel Director, they shall receive merit raises and promotions in accordance with the following schedule:

Apprentice - Completion of 6 months	-	Step B
Completion of 1 year	-	Step C
Completion of 1½ years	-	Step D
Completion of 2 years	-	Step E
Completion of 2½ years	-	Step F
Completion of 3 years	-	Step G

Raises within grade, step increases, shall occur when the prescribed standards of job performance and training established by the Appointing Authority and approved by the Personnel Director have been met for each period of time as stipulated above and the Appointing Authority requests such merit raise. Should an Apprentice fail to show satisfactory advancement in the trade, he will forfeit that particular step increase; however, he will be given the opportunity to retake that prescribed training or work experience section. Should he fail to pass the second trial, his employment will be terminated by the Appointing Authority.

(b) Recognition for Completion of Apprenticeship - Each Apprentice completing 144 hours of common subjects training shall receive a certificate of completion from the Vocational Education Department, Mobile County School Board. Those Apprentices completing all requirements of the Apprenticeship Program with 80 percent attendance shall receive a certificate of completion from the Mobile County Personnel Board.

## (c) Training management -

(1) Instruction in the related subjects area will be developed and supervised by the Department/Division Head and submitted to the Training Office for approval. Instructional material will be related to a particular skill or trade and can be designed for formal classroom presentation, programmed texts (self-paced), correspondence course, or any acceptable method of presenting the desired material. All instructional plans must be a minimum of 144 hours in length and approved by the Training Officer before being used.

(2) Attendance - Apprentices shall participate in all approved programs of instruction established for their particular trade or skill. In order to be eligible for a certificate of completion, the Apprentice must have attended 80 percent of the training offered unless advanced standings have been approved and credit awarded for the prescribed training. Failure of the Apprentice to attend in accordance with the 80 percent standard, unless excused by the Personnel Director, shall mean termination of appointment.

Failure of a Department/Division Head to have a properly approved training program will be cause for withdrawal of the Apprentice program for that department or division. This means that all Apprentices in the department/division would be laid off until placed in another on-going Apprentice Training Program.

(3) Licensing - In those trades requiring licensing by the State of Alabama, Apprentices completing the Apprenticeship Training Program will be required to possess a state license one year from date of completion.

#### 7. REGISTRATION OF PROGRAM

The Apprenticeship Program under the auspices of the Mobile County Personnel Department will be registered with the United States Department of Labor Bureau of Apprenticeship and Training and as such shall conform to the requirement set forth in 29 CFR, part 30, as amended.

/s/ James A. McPherson  
Chairman

/s/ Bernard M. Richardson, Jr.  
Director

#### Appendices

- A - List of Apprenticeable Classifications
- B - Term of Apprenticeship

The Proponent Agency for this regulation is the Mobile County Personnel Department. Users are invited to submit comments to the Director.



APPENDIX A

Apprenticeable Classifications

Automotive Mechanic

Building Maintenance Mechanic

Carpenter

Electrician

General Maintenance Mechanic

Heating/Air Conditioning Mechanic

Mason

Paint & Body Mechanic

Painter

Plumber

Treatment Plant Operator

Welder

## APPENDIX B

## Term of Apprenticeship

Automotive Mechanic	36 months
Building Maintenance Mechanic	48 months
Carpenter	48 months
Electrician	48 months
General Maintenance Mechanic	48 months
Heating/Air Conditioning Mechanic	48 months
Mason	48 months
Paint & Body Mechanic	36 months
Plumber	48 months
Treatment Plant Operator	48 months
Welder	48 months

Policy No. 126  
Meeting No. 79-34  
Meeting Date 11-6-79

P O L I C Y

The Personnel Board rescinded its policy of September 28, 1976, whereby the Director was instructed to require the following written assurances from each jurisdiction before requests for blanket increases could be considered:

1. That adequate funds were available to provide for the increase, and
2. That no employees would be laid off during the upcoming year because of lack of funds due to that increase.

Policy No. 127  
Meeting No. 80-26  
Meeting Date 7-8-80 "

## P O L I C Y

The Board designated the immediate past chairman to serve as vice chairman of the Personnel Board for the balance of the 1980-1981 year, and stated its policy in the future would be to elect a vice chairman in April of each year at the same meeting at which the Personnel Board Chairman is elected.

Policy No. 128  
Meeting No. 807  
Meeting Date 4-8-65

P O L I C Y

The Personnel Board adopted the following policy in regard to pay for the employees of the Mobile Municipal Auditorium:

"The employees of the Auditorium are to be paid at the current monthly rate as stipulated in the Pay Plan for the normal work week with a provision that if he works six or seven days in the normal work week, the employee would be paid the daily rate as established in the Pay Plan for his monthly rate of pay for the sixth and seventh day."

Effective 4-16-65

Policy No. 129  
Meeting No. 81-9  
Meeting Date 3-5-81

## P O L I C Y

At its regular monthly meeting the Personnel Board amended its policy concerning jury duty to comply with the State Law and the Attorney General's most recent opinion pertaining thereto.

"Upon receiving a summons to report for jury duty, any employee shall on the next day he is engaged in his employment exhibit the summons to his immediate superior and the employee shall thereupon be excused from his employment for the day or days required of him in serving as a juror in any court created by the constitutions of the United States or the State of Alabama or the laws of the United States or the State of Alabama . . ."

It is the policy of the Mobile County Personnel Board to further adopt the opinion of the Attorney General that employees may not be required to return to work on days he has had to report for jury duty.

Policy No. 130  
Meeting No. 81-27  
Meeting Date 7-21-81

# P O L I C Y

The Director reported to the Board a request he had received from the Mobile County Sheriff asking that the age limit for applicants for Deputy Sheriff positions be waived if the applicant had previous law enforcement experience. That the applicant for the position of Deputy Sheriff must hold a Minimum Standards Certificate approved by the State Commission and the applicant must have left his previous employment in good standing and within the past 12 months; this will not preclude an applicant presently employed by a police agency from applying for a position with the Mobile County Sheriff's Department. The waiver will be for a maximum of five years and based on a one-to-one ration of age to experience.

Policy No. 131  
Meeting No. 81-29  
Meeting Date 8-13-81

## P O L I C Y

At a Public Hearing held August 13, 1981, the Personnel Board unanimously adopted the following new policy governing the accountability for leave taken:

"It shall hereafter be the policy of the Personnel Board for Mobile County that the taking of leave, such as vacation, sick leave, absence with leave, etc., shall be chargeable against employee accumulations and otherwise on an hour-for-hour basis as opposed to previous minimum chargeable increments of one-half day."

The above policy will become effective the beginning of the first pay period after October 1, 1981.



Policy No. 132  
Meeting No. 81-30  
Meeting Date 8-18-81

P O L I C Y

At a Special Meeting held August 18, 1981, the Personnel Board unanimously adopted the following policy:

"It shall hereinafter be the policy of the Mobile County Personnel Board that no person shall be permitted to occupy more than one classified position in the Merit System for Mobile County, Alabama."

Policy No. 133  
Meeting No. 82-22  
Meeting Date 6-15-82

## P O L I C Y

At a Public Hearing and Special Meeting the Personnel Board amended its policy concerning jury duty to comply with the State Law and the Attorney General's most recent opinion pertaining thereto.

"Upon receiving a summons to report for jury duty, any employee shall on the next day he is engaged in his employment exhibit the summons to his immediate superior and the employee shall thereupon be excused from his employment for the day or days required of him in serving as a juror in any court created by the constitutions of the United States or the State of Alabama or the laws of the United States or the State of Alabama . . ."

It is the policy of the Mobile County Personnel Board to further adopt the most recent Attorney General's opinion which states that employees should return to work during those working hours in which he is not engaged in jury service and in which he can reasonable reach his work site for the remainder of the day.

Policy No. 134  
Meeting No. 86-26  
Meeting Date 8-5-86

P O L I C Y

It shall be the policy of the Mobile County Personnel Board that any employee of a jurisdiction blanketed into the Merit System, who passed an examination and was appointed to a Merit System position prior to such blanketing in of the other employees of that jurisdiction, shall have his prior time with that jurisdiction count toward his seniority with the Merit System provided the service was continuous.

Policy No. 135  
Meeting No. 85-28  
Meeting Date 07-02-85

P O L I C Y

The Personnel Board amended the Educational Incentive Pay Policy for Fire Departments with the inclusion of a Part III, as attached.

Policy No. 135, Continued

EDUCATIONAL INCENTIVE PAY POLICY

LAW ENFORCEMENT DEPARTMENTS

PART ONE

All sworn Law Enforcement Officers and Cadets from entry level through the entire rank structure who can substantiate through certified official transcripts from a college or university with an accredited program in Criminal Justice, Criminology, or Law Enforcement shall, upon approval of the Director, be granted a one-step (5%) educational incentive pay increment upon satisfactory ("C" average or better) completion of at least 96 quarter hours (64 semester hours) leading toward the aforementioned degrees. Furthermore, upon satisfactory completion of requirements for a Bachelor's Degree in aforementioned fields, the educational incentive increment shall be raised to two steps (10%).

PART TWO

All sworn Law Enforcement Officers above the rank of Lieutenant who can substantiate through certified official transcripts from a college or university with an accredited program in Business Management or Public Administration shall, upon approval of the Director, be entitled to the same one-step or two-step incentive pay increment as promulgated in Part One. Provided, however, that educational incentive pay as promulgated in Part Two cannot be interpreted to mean pay in addition to that in Part One. It is the intent of the Personnel Board that educational incentive pay be limited to a maximum of 10%.

Policy No. 135, Continued

EDUCATIONAL INCENTIVE PAY POLICY

FIRE DEPARTMENTS

PART ONE

All uniformed Firefighters from entry level through the entire rank structure who can substantiate through certified official transcripts from a college or university with an accredited program in Fire Science shall, upon approval of the Director, be granted a one-step (5%) educational incentive pay increment upon satisfactory ("C" average or better) completion of requirements for an Associate Degree (96 quarter hours) in Fire Science, or very closely related field that included at least 55 quarter hours or its equivalent in the specialized courses that apply to Fire Science. Furthermore, upon satisfactory completion of requirements for a Bachelor's Degree in Fire Science Administration, the educational incentive increment shall be raised to two steps (10%).

PART TWO

All uniformed Firefighters above the rank of Captain who can substantiate through certified official transcripts from a college or university with an accredited program in Business Management or Public Administration shall, upon approval of the Director, be granted a one-step (5%) or two-step (10%) educational incentive pay increment as described in Part One, noting, however, that the course requirement in quarter hours be changed to 96 (64 semester hours) in an appropriate field of study for the 5% increment. Provided, however, that educational incentive pay as promulgated in Part Two cannot be interpreted to mean pay in addition to that promulgated in Part One. It is the intent of the Personnel Board that educational incentive pay be limited to a maximum of 10%.

PART THREE

All Paramedics from entry level through the entire rank structure who can substantiate through certified official transcripts from a recognized accredited college or university, upon approval by the Director, be granted a one-step (5%) educational incentive pay increment upon satisfactory ("C" average or better) completion of requirements for an Associate Degree (96 quarter hours) in a medically related field. Furthermore, upon satisfactory completion of requirements for a Bachelor's Degree in aforementioned fields, the educational incentive increment shall be raised to two-steps (10%). It is the intent of the Personnel Board that educational incentive pay be limited to a maximum of 10 percent.

Policy #136  
Meeting #86-7  
Meeting Date 02-13-86

## P O L I C Y

The Personnel Board amended its Holiday Policy as to Paragraph Three by the elimination of "and they are not called in to work on that Holiday". The Holiday Policy will now read as follows:

### HOLIDAY POLICY

All regular forty hour per week Merit System employees who are required by their Appointing Authority to work on a normally scheduled Holiday shall be paid, in addition to their regular day's pay, for each hour worked on the Holiday at the rate of one and one-half times their normal rate of pay.

All regular fifty-six hour per week Merit System employees who are required by their Appointing Authority to work on a normally scheduled Holiday shall be paid, in addition to their regular day's pay, for each hour worked on the Holiday at the rate of one-half time their regular rate of pay.

In the event a forty hour per week employee's off days are other than Saturday and Sunday and the Holiday should fall on their regular scheduled off days, the employee shall be entitled to accumulate 8 hours compensatory time in lieu of his regular day off.

If an employee is on a non-pay status on their last scheduled work day preceding the Holiday or their first scheduled work day following the Holiday, they will not be entitled to Holiday Pay.

Policy #137  
Meeting #86-26  
Meeting Date 08-05-86

## P O L I C Y

The Personnel Board amended its Holiday Policy for additional clarification to read as follows:

### HOLIDAY POLICY

All Merit System employees, other than fifty-six hour per week employees, who are required by their Appointing Authority to work on a normally scheduled Holiday shall be paid, in addition to their regular day's pay, for each hour worked on the Holiday at the rate of one and one-half times their normal rate of pay.

All fifty-six hour per week Merit System employees who are required by their Appointing Authority to work on a normally scheduled Holiday shall be paid, in addition to their regular day's pay, for each hour worked on the Holiday at the rate of one-half time their regular rate of pay.

In the event a forty hour per week employee's off days are other than Saturday and Sunday and the Holiday should fall on their regular scheduled off days, the employee shall be entitled to accumulate 8 hours compensatory time in lieu of his regular day off.

If an employee is on a non-pay status on their last scheduled work day preceding the Holiday or their first scheduled work day following the Holiday, they will not be entitled to Holiday Pay.



*Holiday Pay Policy***Kathleen Smith***Policy # 137**Meeting Date 08-05-86*

**From:** Liana Barnett [lbarnett@personnelboard.org]  
**Sent:** Monday, December 07, 2009 2:18 PM  
**To:** 'Maureen McDermott'; 'Brenda Gordon'; 'Angela Brown'; 'Kathy Deckbar'; 'Mary Stowe Rigrish'; 'Applications'; 'Del Miles'; Peggy Hunter; 'Janeen Thornton'; 'Betty Brooks'; Peggy Hunter  
**Subject:** RE: Notes from Exec Staff Meeting this morning

The "holiday pay vs. comp time" issue is in reference to compensation for employees who actually work on holidays – are they paid "holiday pay" (at time and a half) or are they given comp time? Jim and Dotty are reviewing the holiday pay policy (that is found in the policy book and utilized by the jurisdictions and our payroll department) and current practices of jurisdictions.

If you have any other questions, please let me know.

Liana

Liana W. Barnett, SPHR  
 Human Resource Manager  
 Mobile County Personnel Board  
 1809 Government Street  
 Mobile, AL 36660-1794

voice: (251) 445-4582  
 fax: (251) 470-1708  
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**From:** Maureen McDermott [mailto:maureen@personnelboard.org]  
**Sent:** Monday, December 07, 2009 1:29 PM  
**To:** 'Liana Barnett'  
**Subject:** RE: Notes from Exec Staff Meeting this morning

What is the "holiday pay v. comp time" issue?

*Maureen McDermott, M.S.*

Personnel Analyst  
 Mobile County Personnel Board  
 1809 Government Street  
 P.O. Box 66794  
 Mobile, AL 36660

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-----Original Message-----

**From:** Liana Barnett [mailto:lbarnett@personnelboard.org]  
**Sent:** Monday, December 07, 2009 1:06 PM  
**To:** 'Brenda Gordon'; 'Angela Brown'; 'Kathy Deckbar'; 'Maureen McDermott'; 'Mary Stowe Rigrish'; 'Applications'; 'Del Miles'; Peggy Hunter; 'Janeen Thornton'; 'Betty Brooks'; Betty Gardner; Stephanie Lee; Aaron Ford; Trish Carter; Regina Inge  
**Subject:** Notes from Exec Staff Meeting this morning

Attached are notes from this morning's meeting. If you have any questions, please let me know.

10/6/2010

Policy No. 138  
Meeting No. 87-21  
Meeting Date 06-23-87

P O L I C Y

The Personnel Board amended the Educational Incentive Pay Policy for Fire Departments to require twenty-five (25) hours of Fire Science Courses in conjunction with the Associate Degree instead of fifty-five (55) hours which is no longer obtainable. (Amended Policy attached)

Policy No. 138, Continued

EDUCATIONAL INCENTIVE PAY POLICY

LAW ENFORCEMENT DEPARTMENTS

PART ONE

All sworn Law Enforcement Officers and Cadets from entry level through the entire rank structure who can substantiate through certified official transcripts from a college or university with an accredited program in Criminal Justice, Criminology, or Law Enforcement shall, upon approval of the Director, be granted a one-step (5%) educational incentive pay increment upon satisfactory ("C" average or better) completion of at least 96 quarter hours (64 semester hours) leading toward the aforementioned degrees. Furthermore, upon satisfactory completion of requirements for a Bachelor's Degree in aforementioned fields, the educational incentive increment shall be raised to two steps (10%).

PART TWO

All sworn Law Enforcement Officers above the rank of Lieutenant who can substantiate through certified official transcripts from a college or university with an accredited program in Business Management or Public Administration shall, upon approval of the Director, be entitled to the same one-step or two-step incentive pay increment as promulgated in Part One. Provided, however, that educational incentive pay as promulgated in Part Two cannot be interpreted to mean pay in addition to that in Part One. It is the intent of the Personnel Board that educational incentive pay be limited to a maximum of 10%.

Policy No. 138, Continued

EDUCATIONAL INCENTIVE PAY POLICY

FIRE DEPARTMENTS

PART ONE

All uniformed Firefighters from entry level through the entire rank structure who can substantiate through certified official transcripts from a college or university with an accredited program in Fire Science shall, upon approval of the Director, be granted a one-step (5%) educational incentive pay increment upon satisfactory ("C" average or better) completion of requirements for an Associate Degree (96 quarter hours) in Fire Science, or very closely related field that included at least 25 quarter hours or its equivalent in the specialized courses that apply to Fire Science. Furthermore, upon satisfactory completion of requirements for a Bachelor's Degree in Fire Science Administration, the educational incentive increment shall be raised to two steps (10%).

PART TWO

All uniformed Firefighters above the rank of Captain who can substantiate through certified official transcripts from a college or university with an accredited program in Business Management or Public Administration shall, upon approval of the Director, be granted a one-step (5%) or two-step (10%) educational incentive pay increment as described in Part One, noting, however, that the course requirement in quarter hours be changed to 96 (64 semester hours) in an appropriate field of study for the 5% increment. Provided, however, that educational incentive pay as promulgated in Part Two cannot be interpreted to mean pay in addition to that promulgated in Part One. It is the intent of the Personnel Board that educational incentive pay be limited to a maximum of 10%.

PART THREE

All Paramedics from entry level through the entire rank structure who can substantiate through certified official transcripts from a recognized accredited college or university, upon approval by the Director, be granted a one-step (5%) educational incentive pay increment upon satisfactory ("C" average or better) completion of requirements for an Associate Degree (96 quarter hours) in a medically related field. Furthermore, upon satisfactory completion of requirements for a Bachelor's Degree in aforementioned fields, the educational incentive increment shall be raised to two-steps (10%). It is the intent of the Personnel Board that educational incentive pay be limited to a maximum of 10 percent.

Policy No. 139  
Meeting No. 88-18  
Meeting Date 05/03/88

P O L I C Y

At a Public Hearing held May 3, 1988, the Personnel Board adopted the following policy:

"In furtherance of the objectives of Rule 3.6 of the Laws and Rules of the Personnel Board 'Injury in Line of Duty', it is hereby declared the policy of the Personnel Board that should any employee whose duties include but are not necessarily limited to, first aid, CPR or other life support techniques, contact serious contagious disease in the performance of that function, whether on duty or off duty, and should that contact be substantiated to the satisfaction of the Appointing Authority and the Personnel Board, the provisions of Rule 3.6 shall be extended thereto."

Policy No. 140  
Meeting No. 90-16  
Meeting Date 04/03/90

## P O L I C Y

Illegal drugs in the workplace are a danger to us all. They impair safety and health, promote crime, lower productivity and quality, and undermine public confidence in the work we do. We will not tolerate the illegal use of drugs here--and now, by law, we cannot. Under the federal Drug-Free Workplace Act, in order for this department to be considered a "responsible source" for the award of federal contracts or federal grants, we have developed the following policy:

Effective immediately, any location at which departmental business is conducted, whether at this or any other site, is declared to be a drug-free workplace. This means:

All employees are absolutely prohibited from unlawfully manufacturing, distributing, dispensing, possessing, or using controlled substances in the workplace. The following is a partial list of controlled substances:

Narcotics (heroin, morphine, etc.)  
Cannabis (marijuana, hashish)  
Stimulants (cocaine, diet pills, etc.)  
Depressants (tranquilizers)  
Hallucinogens (PCP, LSD, "designer drugs," etc.)

(Note: Prescription use according to recommended dosage is permitted)

Any employee violating the above policy is subject to discipline, up to and including termination for the first offense. To assist employees in overcoming drug abuse problems, the department may offer rehabilitative help.

Any employee convicted of violating a criminal drug statute in this workplace must inform the department of such conviction (including pleas of guilty and nolo contendere) within five days of the conviction occurring. Failure to so inform the department subjects the employee to disciplinary action, up to and including termination for the first offense. By law, the

Policy No. 140 (continued)  
Page Two

department will notify the federal contracting officer or grantor within 10 days of receiving such notice from an employee or otherwise receiving notice of such a conviction.

The department reserves the right to offer employees convicted of violating a criminal drug statute in the workplace participation in an approved rehabilitation or drug abuse assistance program as an alternative to discipline. If such a program is offered, and accepted by the employee, then the employee must satisfactorily participate in the program as a condition of continued employment.

ALL EMPLOYEES ARE ASKED TO ACKNOWLEDGE THAT THEY HAVE READ THE ABOVE POLICY AND AGREE TO ABIDE BY IT IN ALL RESPECTS. BY LAW, THIS ACKNOWLEDGEMENT AND AGREEMENT ARE REQUIRED OF YOU AS A CONDITION OF CONTINUED EMPLOYMENT.

Policy No. 141  
Meeting No. 90-26  
Meeting Date 06/19/90

P O L I C Y

The Personnel Board amended the Education Incentive Pay Policy for Law Enforcement and Firefighting personnel as attached.



EDUCATIONAL INCENTIVE PAY POLICYFIRE DEPARTMENTSPART ONE

All uniformed Firefighters, Firemedics and Paramedics from entry level through the entire rank structure, who can substantiate through certified official transcripts from a recognized college or university with an accredited program in Fire Science, Hazardous Materials, Medical Technology, Physical Therapy, Nursing or Personalized Study\*, shall, upon approval of the Director, be granted a one-step (5%) educational incentive pay increment upon satisfactory completion of an Associate's Degree or at least 96 quarter hours/64 semester hours (in which course grades of "C" or better were attained) that included at least 25 quarter hours or its equivalent directly in the specialized courses leading toward the aforementioned degrees.

Further, upon satisfactory completion of the requirements for a Bachelor's Degree in the aforementioned fields, the educational incentive pay increment shall be raised one additional step (5%) for a total of 10%.

Lastly, upon satisfactory completion of requirements for a Master's Degree in the aforementioned fields, the educational incentive pay increment shall be raised another one-step (5%) for a total of 15%. However, to qualify for the total 15% by virtue of attaining a Master's Degree, the recipient must also meet the criteria established for receipt of both the 5% and 10% incentive pay increments. It is the intent of the Personnel Board that educational incentive pay be limited to a maximum of 15%.

PART TWO

All uniformed Firefighters, Firemedics and Paramedics above the rank of Captain who can substantiate through certified official transcripts from a recognized college or university with an accredited program in Business or Public Administration shall, upon the approval of the Director, be granted a one-step (5%), two-step (10%) or three-step (15%) educational incentive pay increment as described in Part One; however, educational incentive pay as promulgated in Part Two cannot be interpreted to mean pay in addition to that promulgated in Part One. Again, it is the intent of the Personnel Board that educational incentive pay be limited to a maximum of 15%.

\*Personalized Study Programs will be evaluated on a case-by-case basis. Any employee desiring to pursue such a degree is encouraged to seek curriculum approval prior to commencement of the program.

EDUCATIONAL INCENTIVE PAY POLICYLAW ENFORCEMENT DEPARTMENTSPART ONE

All sworn Law Enforcement Officers and Cadets from entry level through the entire rank structure, who can substantiate through certified official transcripts from a recognized college or university with an accredited program in Criminal Justice, Criminology, Law Enforcement, Political Science, Psychology, Education, Sociology or Personalized Study\*, shall, upon approval of the Director, be granted a one-step (5%) educational incentive pay increment upon satisfactory completion of an Associate's Degree or at least 96 quarter hours/64 semester hours (in which course grades of "C" or better were attained) that included at least 25 quarter hours or its equivalent directly in the specialized courses leading toward the aforementioned degrees.

Further, upon satisfactory completion of the requirements for a Bachelor's Degree in the aforementioned fields, the educational incentive pay increment shall be raised one additional step (5%) for a total of 10%.

Lastly, upon satisfactory completion of the requirements for a Master's Degree in the aforementioned fields, the educational incentive pay increment shall be raised another one-step (5%) for a total of 15%. However, to qualify for the total 15% by virtue of attaining a Master's Degree, the recipient must also meet the criteria established for receipt of both the 5% and 10% incentive pay increments. It is the intent of the Personnel Board that educational incentive pay be limited to a maximum of 15%.

PART TWO

All sworn Law Enforcement Officers above the rank of Lieutenant who can substantiate through certified official transcripts from a recognized college or university with an accredited program in Business or Public Administration, shall upon the approval of the Director, be granted a one-step (5%), two-step (10%) or three-step (15%) educational incentive pay increment as described in Part One; however, educational incentive pay as promulgated in Part Two cannot be interpreted to mean pay in addition to that promulgated in Part One. Again, it is the intent of the Personnel Board that educational incentive pay be limited to a maximum of 15%.

\*Personalized Study Programs will be evaluated on a case-by-case basis. Any employee desiring to pursue such a degree is encouraged to seek curriculum approval prior to commencement of the program.

Policy No. 142  
Meeting No. 92-6  
Meeting Date 02/04/92

## POLICY

The Personnel Board amended the Educational Incentive Pay Policy for Law Enforcement and Firefighting personnel, as attached, to include public administration and business administration as approved courses of study.

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### EFFECTIVE 11/20/2018:

The Personnel Board approved the following policy as requested by the recommendation from the Personnel Director to adopt the Educational Incentive Pay Policy for Law Enforcement and Firefighting Personnel for the Mobile County Merit System. The new policy combines and replaces existing Board Policies #142 and #156 as follows:

**EDUCATIONAL INCENTIVE PAY POLICY**  
**FOR LAW ENFORCEMENT AND FIREFIGHTING PERSONNEL**  
**MOBILE COUNTY MERIT SYSTEM**

# **AMENDED AND REPLACED**

# **REFER TO POLICY NO. 166**

# **NOVEMBER 20, 2018**

EDUCATIONAL INCENTIVE PAY POLICY

FIRE DEPARTMENTS

All uniformed Firefighters, Firemedics and Paramedics from entry level through the entire rank structure, who can substantiate through certified official transcripts from a recognized college or university with an accredited program in Fire Science, Hazardous Materials, Medical Technology, Physical Therapy, Nursing, Public Administration, Business Administration or Personalized Study\*, shall, upon approval of the Director, be granted a one-step (5%) educational incentive pay increment upon satisfactory completion of an Associate's Degree or at least 96 quarter hours/64 semester hours (in which course grades of "C" or better were attained) that included at least 25 quarter hours or its equivalent directly in the specialized course leading toward the aforementioned degrees.

Further, upon satisfactory completion of the requirements for a Bachelor's Degree in the aforementioned fields, the educational incentive pay increment shall be raised one additional step (5%) for a total of 10%.

Lastly, upon satisfactory completion of requirements for a Master's Degree in the aforementioned fields, the educational incentive pay increment shall be raised another one-step (5%) for a total of 15%. However, to qualify for the total 15% by virtue of attaining a Master's Degree, the recipient must also meet the criteria established for receipt of both the 5% and 10% incentive pay increments. It is the intent of the Personnel Board that educational incentive pay be limited to a maximum of 15%.

\* Personalized Study Programs will be evaluated on a case-by-case basis. Any employee desiring to pursue such a degree is encouraged to seek curriculum approval prior to commencement of the program.

EDUCATIONAL INCENTIVE PAY POLICY

LAW ENFORCEMENT DEPARTMENTS

All sworn Law Enforcement Officers and Cadets from entry level through the entire rank structure, who can substantiate through certified official transcripts from a recognized college or university with an accredited program in Criminal Justice, Criminology, Law Enforcement, Political Science, Psychology, Education, Sociology, Public Administration, Business Administration or Personalized Study\*, shall upon approval of the Director, be granted a one-step (5%) educational incentive pay increment upon satisfactory completion of an Associate's Degree or at least 96 quarter hours/64 semester hours (in which course grades of "C" or better were attained) that included at least 25 quarter hours or its equivalent directly in the specialized courses leading toward the aforementioned degrees.

Further, upon satisfactory completion of the requirements for a Bachelor's Degree in the aforementioned fields, the educational incentive pay increment shall be raised one additional step (5%) for a total of 10%.

Lastly, upon satisfactory completion of the requirements for a Master's Degree in the aforementioned fields, the educational incentive pay increment shall be raised another one-step (5%) for a total of 15%. However, to qualify for the total 15% by virtue of attaining a Master's Degree, the recipient must also meet the criteria established for receipt of both the 5% and 10% incentive pay increments. It is the intent of the Personnel Board that educational incentive pay be limited to a maximum of 15%.

\* Personalized Study Programs will be evaluated on a case-by-case basis. Any employee desiring to pursue such a degree is encouraged to seek curriculum approval prior to commencement of the program.

Policy No. 143  
Meeting No. 93-24  
Meeting Date 04/20/93

## P O L I C Y

The Personnel Board adopted a policy for a five percent (5%) pay incentive for properly qualified members of the Mobile Fire Department's Hazardous Materials Response Team (requirements are listed below).

### REQUIREMENTS FOR ELIGIBILITY FOR 5% INCENTIVE PAY FOR ACTIVE HAZARDOUS MATERIALS PERSONNEL

1. Be an active member of the Haz-mat team.
2. Successful completion of any combination of two (2) of the following hazardous materials courses offered by:
  - Alabama State Fire College, Tuscaloosa, Alabama
    - (a) Haz-Mat 1 Technician 40 hours
    - (b) Haz-Mat 2 Specialist 40 hours
  - University of South Alabama, Mobile, Alabama
    - (a) Hazard and Response Management 40 hours
    - (b) Managing the Hazardous Materials Incident 40 hours
  - National Fire Academy, Emmitsburg, Maryland
    - (a) Chemistry of Hazardous Materials 80 hours
    - (b) Hazardous Materials Tactical Consideration 80 hours

All courses must comply with 29CFR 1910.120 and be certified by the teaching institution.
3. Participation in 24 hours refresher training courses per year.

Policy No. 144  
Meeting No. 93-25  
Meeting Date 04/29/93

#### POLICY

The Personnel Board adopted a Paramedic Incentive Pay Policy for the classification of Fire Service Captain in the City of Prichard. Any employee in this classification is eligible to receive five percent incentive pay upon notification from the City of Prichard that the employee is a licensed paramedic in the State of Alabama and has been assigned to the EMS Division. The incentive pay will be removed from an employee who is not assigned to the EMS Division or who loses the paramedic license.

Policy No. 145  
Meeting No. 93-43  
Meeting Date 08/03/93

POLICY

The Personnel Board amended the EMT Incentive Pay Policy for the City of Saraland to provide a maximum of ten percent incentive pay for any employee in the firefighter rank structure who obtains and maintains a license as a paramedic in the State of Alabama. It will be the intent of the policy that no employee receive in excess of ten percent under the EMT Incentive Pay Policy.



Policy No. 145.1  
Meeting No. 93-52  
Meeting Date 09/28/93

POLICY

The Personnel Board adopted a Resolution establishing a policy to hold its regular monthly meeting on the first Tuesday of each month at 8:30 a.m. and all other meetings during the month will be held at 8:30 a.m. on Tuesdays and/or Thursdays as deemed necessary by the Board.

Policy No. 146  
Meeting No. 93-64  
Meeting Date 11/18/93

POLICY

The Personnel Board adopted the following policy regarding the application of Rule 9.6:

"It shall be the policy of the Mobile County Personnel Board that no request for promotion under Rule 9.6 will be entertained by the Board unless the employee meets the following criteria:

- (1) The employee must meet all minimum qualification requirements and all special requirements for the position to which promotion is sought;
- (2) The employee must have completed his working test period in his present class at least two years prior to the requested date of promotion;
- (3) The employee must have secured his present position through the examination process;
- (4) All service ratings in the employee's present classification must be High Quality or better;
- (5) The employee must have served in his present department a minimum of five years."

Policy No. 146.1  
Meeting No. 94-5  
Meeting Date 02/01/94

POLICY

The Personnel Board approved an amendment to the basic salary schedule to provide for the possibility of 2.5% increments with the following stipulations:

- (1) the 2.5% increments will be used to apply to cost of living increases only;
- (2) the 2.5% increments will be applied only to jurisdictions employing 500 or less employees;
- (3) before approval of a 2.5% cost of living increase for any jurisdiction, all employees of that jurisdiction deemed eligible for a merit increase according to Personnel Board standards during the previous 12 months must have been granted their merit increase.

Policy No. 147  
Meeting No. 94-41  
Meeting Date 08/16/94

POLICY

The Personnel Board adopted the following Resolution as it relates to a Non-Smoking Policy for the Personnel Department:

"WHEREAS the Office of the Surgeon General of the United States of America has warned the citizens of this nation for many years about the numerous, detrimental effects the smoking of tobacco can have on human health; and

WHEREAS, evidence substantiating that smokers jeopardize the health of non-smokers through "passive smoking" continues to mount; and

WHEREAS, smoke from a pipe, cigar or cigarette of any kind constitutes a source of annoyance and discomfort to non-smokers and is a public nuisance; and

WHEREAS, the Mobile County Personnel Board, in order to protect the health and welfare of the citizens of Mobile County and its environs, and to provide all Personnel Department employees a smoke-free work environment, finds it necessary to adopt a new smoking policy.

NOW, THEREFORE, BE IT RESOLVED by the Mobile County Personnel Board that following the adoption of this Resolution it is the declared purpose of this Board to prohibit the smoking of tobacco, or any weed or plant, in all Personnel Department buildings, facilities, and any other enclosed areas owned or leased to the Personnel Department.

BE IT FURTHER RESOLVED that following the adoption of this Resolution that all such buildings and facilities as hereinabove set out shall be properly posted as "No Smoking" areas.

BE IT FINALLY RESOLVED that:

- (1) Any employee found to be in violation of this Order shall be subject to disciplinary action; and
- (2) any other person found to be in violation of this Order shall be informed of the Policy and asked to cease and desist and, failing to do so, shall forthwith be removed from the premises."

Policy No. 148  
Meeting No. 96-15  
Meeting Date 03/07/96

## POLICY

The Personnel Board amended the requirements for the 5% incentive pay to Firefighters with the City of Mobile who attain National Registry Certification as an Emergency Medical Technician. The requirements were amended to read as follows, effective April 1, 1996:

"The employee must be a State of Alabama certified firefighter, hold a current paramedic license issued by the State of Alabama Department of Public Health as an EMT-Paramedic, and concurrently hold an active certification through the National Registry of Emergency Medical Technicians as a paramedic."

The employee is also required to submit the following certification:

"I hereby certify that I am presently classified as a \_\_\_\_\_ with the Mobile Fire Department, and I maintain a current certification from both the National Registry of Emergency Medical Technicians and the State of Alabama Department of Public Health as a Paramedic. As required, I have attached to this request a clear, legible copy of my certifications. I attest to its accuracy and authenticity.

Signed, \_\_\_\_\_  
Date: \_\_\_\_\_"

Policy No. 149  
Meeting No. 96-46  
Meeting Date 07/16/96

# POLICY

The Personnel Board adopted the following policy regarding the responsibility of the Board set out in State Law for Employee Training:

"WHEREAS, Section VII. (f) of the laws of the Personnel Board states that the Board has the inherent responsibility for establishing an overall policy relative to the pretraining and development of employees in the public service; and

WHEREAS, said law also provides that "The Board shall adopt rules and regulations in cooperation with the Appointing Authority as well as administrative guidelines to carry out its responsibility hereunder";

WHEREAS, the Board deems it to be in the best interest of the Civil Service to provide administrative direction in meeting this obligation.

NOW THEREFORE, it is hereby declared to be the policy of the Mobile County Personnel Board to:

- (A) Make inquiry through the Personnel Director as to the needs of the various jurisdictions for employee development programs.
- (B) Allocate funding upon recommendation of the Personnel Director to be utilized for the expressed purpose of facilitating training activities for the various jurisdictions.
- (C) Require periodic reports of training activities be submitted to the Board identifying among other things programs offered, employees participating and an evaluation of effectiveness.
- (D) Require an annual report to be submitted to the Board showing the year's expenditures together with a complete inventory of training equipment and supplies.
- (E) Insure the timely dissemination of training information to the various jurisdictions regarding program offerings.
- (F) Provide for the establishment of formal committees to assist in developing, evaluating and promoting training programs under the direction of the Personnel Director and to approve the by-laws defining such committees' composition, purpose and functional activities."

Policy No. 150  
Meeting No. 96-46  
Meeting Date 07/16/96

# POLICY

The Personnel Board adopted the following policy concerning the use of premises, buildings, facilities, and equipment under the jurisdiction of the Mobile County Personnel Board:

"It shall hereafter be the policy of the Board that all premises, buildings, facilities and equipment under the jurisdiction and control of the Mobile County Personnel Board shall be used for official business of the Personnel Department only and for no other use or purpose except, however:

1. Employees or groups of employees having Personnel Board business may meet during normal business hours, provided facilities are available, subject, however, to the approval of the Director;
2. Use of the premises, buildings, facilities or equipment by employees, or groups after hours, on weekends or holidays shall not be permitted except in unusual or exceptional circumstances, subject to the express written approval of the Director or the Board."

Policy No. 151  
Meeting No. 96-54  
Meeting Date 08/20/96

POLICY

The Personnel Board amended the 1981 EMT incentive policy for the City of Chickasaw to include Public Safety Officers and reads as follows:

"All Public Safety Officers and previously approved Firefighting personnel within their respective rank structures who possess a valid EMT certification recognized by the State of Alabama shall be eligible for an additional five percent (5%) incentive pay increment in accordance with the City of Chickasaw's policy as approved August 13, 1991."



Policy No. 152  
Meeting No. 97-03  
Meeting Date 01/21/97

# POLICY

The Personnel Board adopted the following Tool Allowance Policy for the City of Mobile dated October 1, 1996, to be effective January, 1997:

"A \$40.00 per month tool allowance will be made available to Vehicular Mechanics at the Municipal Garage, Azalea City Golf Course, and the Mobile Fire Department provided the following criteria is satisfied:

- (1) Full-time Vehicular Mechanic in Municipal Garage, Azalea City Golf Course, or the Mobile Fire Department.
- (2) Full-time Apprentice Vehicular Mechanic at the Municipal Garage, Azalea City Golf Course, or the Mobile Fire Department.
- (3) Full-time Paint & Body Mechanic at the Municipal Garage.
- (4) Full-time Paint & Body Mechanic Apprentice at the Municipal Garage.
- (5) Employee must have been employed with the City of Mobile for the three months before becoming eligible for allowance.
- (6) It will be the employee's responsibility, when allowance becomes effective, to purchase test lights, battery hydrometers, antifreeze testers, and flashlights. The City will no longer be responsible for the purchase of non-specialty tools which are to be determined by the Supervisor.
- (7) If the tool allowance is not utilized by the employee to purchase up-to-date tools so that job efficiency is improved, the tool allowance may be withdrawn from the employee.
- (8) If an employee is absent for a period of thirty (30) days or more, with the exception of vacation time, the allowance will be suspended until the employee returns to work full time.

This policy only applies to non-supervisory personnel.

The effective date of the Tool Allowance Policy is October 1, 1996."

Policy No. 153  
Meeting No. 98-01  
Meeting Date 01/06/98

POLICY

The Personnel Board amended its requirements for eligibility for five per cent (5%) Incentive Pay for active Hazardous Materials personnel to read as follows:

- (1) Current assignment to the Mobile Fire Rescue Department Hazardous Material Response Team and/or assignment to the Mobile Fire Rescue Department Training Division as lead HazMat Instructor Training Coordinator;
- (2) Successful completion of Hazardous Material Technician Certification course that meets or exceeds 29CFR1910-120 and/or NFPA 472 requirements;
- (3) Annual successful completion of at least 24 hours continuing education training as assigned by the HazMat Training Coordinator.

Policy No. 154  
Meeting No. 98-20  
Meeting Date 03/10/98

POLICY

1. Any person desiring to address the Personnel Board shall raise their hand upon completion of the reading of the agenda item on which they wish to speak. When addressing the Board, the speaker must first state his/her name. If the speaker is employed with one of the jurisdictions under the Personnel Board, they shall also state their place of employment and position held.
2. Each speaker shall be allowed three minutes to address the Personnel Board.
3. Any person desiring to address the Personnel Board on a non-agenda item shall contact or write the Director. The subject he/she wishes to address must be identified. If the Director is unable to satisfactorily dispose of the matter, he/she shall notify the individual desiring to speak of the date and time of the meeting at which he/she shall be scheduled to address the Board.

# THE PERSONNEL BOARD FOR MOBILE COUNTY ALABAMA

EARL BROADUS, CHAIRMAN  
RENE WARE, VICE-CHAIRMAN  
ANNIE S. GALLOWAY, ASSOCIATE  
SYDNEY G. RAINE, ASSOCIATE  
GARY E. SMALLWOOD, ASSOCIATE

P.O. BOX 66794  
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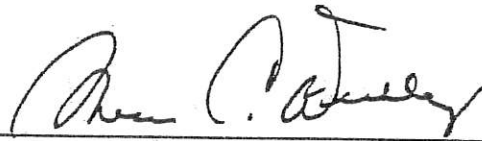
SHANNON C. WEEKLEY  
PERSONNEL DIRECTOR  
(251) 470-7727  
FAX 470-1708

December 9, 2003

## BULLETIN NO. 209

TO: ALL APPOINTING AUTHORITIES

At a meeting held December 9, 2003, the Personnel Board rescinded Personnel Board Policy #154.1, copy attached, which pertained to the application of 2.5% increments, effective immediately.



Shannon C. Weekley  
Personnel Director

SCW/em

Attachment

181.1

Policy No. 154.1  
Meeting No. 98-40  
Meeting Date 08/25/98

### POLICY

On August 13, 1998 the Personnel Board held a public hearing concerning amendments to Personnel Board Bulletin #173 pertaining to the application of 2.5% increments. At its meeting on August 25, 1998 the Personnel Board amended Bulletin #173 so the policy concerning 2.5% increments will now read as follows:

- (1) the 2.5% increments will be used to apply to cost of living increases only;
- (2) before approval of a 2.5% cost of living increase for any jurisdiction, all employees of that jurisdiction deemed eligible for a merit increase according to Personnel Board standards during the previous 12 months must have been granted their merit increase as set out in the Personnel Board Rules.

**POLICY #154.1 RESCINDED BY  
PERSONNEL BOARD 12/09/03.**

Policy No. 154.1  
Meeting No. 98-60  
Meeting Date 08/25/98

POLICY

On August 13, 1998 the Personnel Board held a public hearing concerning amendments to Personnel Board Bulletin #173 pertaining to the application of 2.5% increments. At its meeting on August 25, 1998 the Personnel Board amended Bulletin #173 so the policy concerning 2.5% increments will now read as follows:

- (1) the 2.5% increments will be used to apply to cost of living increases only;
- (2) before approval of a 2.5% cost of living increase for any jurisdiction, all employees of that jurisdiction deemed eligible for a merit increase according to Personnel Board standards during the previous 12 months must have been granted their merit increase as set out in the Personnel Board Rules.

Policy No. 155  
Meeting No. 98-87  
Meeting Date 12/15/98

POLICY

The Personnel Board adopted a policy to provide incentive pay of 10% for the Public Safety employees of the City of Satsuma who have a paramedic's license and 5% for the Public Safety employees of the City of Satsuma who have a technician's license.

Policy No. 156  
Meeting No. 99-23  
Meeting Date 06/15/99

## POLICY

The Personnel Board amended its Educational Incentive Pay Policy for the Fire Department and Police Department of the City of Mobile.

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### EFFECTIVE 11/20/2018:

The Personnel Board approved the following policy as requested by the recommendation from the Personnel Director to adopt the Educational Incentive Pay Policy for Law Enforcement and Firefighting Personnel for the Mobile County Merit System. The new policy combines and replaces existing Board Policies #142 and #156 as follows:

**EDUCATIONAL INCENTIVE PAY POLICY**  
**FOR LAW ENFORCEMENT AND FIREFIGHTING PERSONNEL**  
**MOBILE COUNTY MERIT SYSTEM**

**AMENDED AND REPLACED**

**REFER TO POLICY NO. 166**

**NOVEMBER 20, 2018**



Policy No. 156  
Meeting No. 99-23  
Meeting Date 06/15/99

#### POLICY

The Personnel Board amended its educational incentive pay policy for the Fire Department and Police Department of the City of Mobile as follows:

"All uniformed Firefighters, Firemedics, Paramedics, Cadets and all sworn Law Enforcement Officers and Cadets, from entry level through the entire rank structure who can substantiate through certified official transcripts from a recognized college or university with an accreditation shall, upon approval of the Director, be granted a one-step (5%) education incentive pay increment upon satisfactory completion of an Associate's Degree or at least 96 quarter hours/64 semester hours (in which foundation course grades of "C" or better were obtained) that included at least 25 quarter hours or its equivalent directly in the specialized courses leading toward the degree.

Further, upon satisfactory completion of the requirements for a Bachelor's Degree, the education incentive pay increment shall be raised one additional step (5%) for a total of 10%. Foundation course grades of "C" or better must be obtained.

Lastly, upon satisfactory completion of requirements for a Master's Degree, the education incentive pay increment shall be raised another one-step (5%) for a total of 15%. However, to qualify for the total 15% by virtue of attaining a Master's Degree, the recipient must also meet the criteria established for receipt of both the 5% and 10% incentive pay increments. It is the intent of the Personnel Board that education incentive pay be limited to a maximum of 15%."

Policy No. 156.1  
Meeting No. 99-46  
Meeting Date 12/02/99

POLICY

All requests for bonuses for any agency under the jurisdiction of the Mobile County Personnel Board must be submitted to the Personnel Board prior to October 1st each year. Any requests received after October 1st will not be considered for that fiscal year. The Personnel Department will send a written reminder of this policy to each agency not less than two weeks prior to October 1st since the Board will strictly adhere to this policy in the future.

Policy No. 157  
Meeting No. 99-49  
Meeting Date 12/16/99

POLICY

The Personnel Board approved an amendment to Personnel Board Policy #106.  
The policy now reads as follows:

"An employee who has been suspended shall not be eligible for consideration of an individual merit increase until six (6) months has elapsed since his last suspension; except that an employee who has had only one suspension subsequent to his last merit increase of 40 hours or less if a 40 hour per week employee, or 56 hours or less if a 56 hour per week employee, shall be eligible for consideration of his next merit increase on its regular due date when so recommended as set out in Rule 5.4."

Policy No. 158  
Meeting No. 01-33  
Meeting Date 11/06/01

POLICY

The Personnel Board adopted the following ruling with regard to minimum/  
maximum rates of pay:

"It shall be the ruling of this Board that whenever a minimum/  
maximum pay rate is adopted for a specific classification for  
a jurisdiction, that classification shall not be returned to  
a regular pay scale for a period of a minimum of four (4)  
years."

Policy No. 159  
Meeting No. 03-30  
Meeting Date 11/18/03

POLICY

The Personnel Board adopted the following policy concerning the use of donated leave under Rule 3.11:

"When an employee has been granted catastrophic leave under Rule 3.11 to care for an immediate family member during a catastrophic illness, should that family member die, it is the intent of the Board that the donated leave may continue to be applied to the employee for bereavement purposes for a maximum of 2 work weeks, provided that it is agreeable with the employees who donated the leave."

Policy No. 160  
Meeting No. 07-01  
Meeting Date 01/02/07

## POLICY

The Personnel Board approved the following policy as requested by the City of Saraland for a College Educational Incentive Pay Policy for all full-time permanent merit system employees of the City of Saraland as follows except those employees who qualify under the Fire and Police Departments policy:

### COLLEGE EDUCATIONAL INCENTIVE PAY POLICY

#### CITY OF SARALAND EMPLOYEES

All full-time, permanent City of Saraland employees from entry level through the entire structure, who can substantiate through certified official transcripts from a recognized college or university with an accredited program in academic degrees shall upon approval of the Director, be granted a one-step (5%) educational incentive pay increment upon satisfactory completion of an Associate's Degree or at least 96 quarter hours/64 semester hours (in which course grades of "C" or better were attained) that included at least 25 quarter hours or its equivalent directly in the specialized course leading toward the degree. No internet Educational Institution will be recognized.

Further, upon satisfactory completion of the requirements for a Bachelor's Degree the educational incentive pay increment shall be raised one additional step (5%) for a total of 10%.

Upon satisfactory completion of the requirements for a Master's Degree the educational incentive pay increment shall be raised another one-step (5%) for a total of 15%. However, to qualify for the total 15% by virtue of attaining a Master's Degree, the recipient must also meet the criteria established for receipt of both the 5% and 10% incentive pay increments. It is the intent of the City of Saraland that educational incentive pay be limited to a maximum of 15%.

All full-time merit system employees of the City of Saraland are eligible to participate in this program except certified officers that qualify for the existing Fire and Police Department Educational Incentive Program under the Mobile County Personnel Board.

Amended 1/3/08  
(See Policy #163, Page 195)

Policy No. 161  
Meeting No. 07-01  
Meeting Date 01/02/07

## POLICY

The Personnel Board approved the following policy as requested by the City of Saraland for a College Educational Incentive Pay Policy for the Fire and Police Departments of the City of Saraland to include any academic degree that can be substantiated through certified official transcripts from a recognized college or university with an accredited program in academic degrees as follows:

### COLLEGE EDUCATIONAL INCENTIVE PAY POLICY

#### CITY OF SARALAND FIRE & POLICE DEPARTMENTS

All uniformed Firefighters, Firemedics and Paramedics from entry level through the entire rank structure and all sworn Law Enforcement Officers and Cadets from entry level through the entire rank structure, who can substantiate through certified official transcripts from a recognized college or university with an accredited program in academic degrees shall upon approval of the Director, be granted a one-step (5%) educational incentive pay increment upon satisfactory completion of an Associate's Degree or at least 96 quarter hours/64 semester hours (in which course grades of "C" or better were attained) that included at least 25 quarter hours or its equivalent directly in the specialized course leading toward the degree. No internet Educational Institution will be recognized.

Further, upon satisfactory completion of the requirements for a Bachelor's Degree the educational incentive pay increment shall be raised one additional step (5%) for a total of 10%.

Upon satisfactory completion of the requirements for a Master's Degree the educational incentive pay increment shall be raised another one-step (5%) for a total of 15%. However, to qualify for the total 15% by virtue of attaining a Master's Degree, the recipient must also meet the criteria established for receipt of both the 5% and 10% incentive pay increments. It is the intent of the City of Saraland that educational incentive pay be limited to a maximum of 15%.

Amended 1/3/08  
(See Policy #163, Page 195)

Policy No. 162  
Meeting No. 07-17  
Meeting Date 07/17/07

### POLICY

The Personnel Board approved the attached policy as requested by the City of Mobile for a "Paramedic and Assignment Incentive Pay" Policy for the Fire-Rescue Department of the City of Mobile.

This policy is effective July 21, 2007, which is the beginning of the first pay period after approval by the Personnel Board.



## Policy 1004

## Paramedic and Assignment Incentive Pay

Approved. 07/2007

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**Policy**

The City of Mobile Fire-Rescue Department (MFRD) maintains a paramedic incentive program to facilitate the recruitment and retention of valuable medical personnel who are fit for full duty and eligible for assignment to a front-line rescue unit, which is vital to the department's Emergency Medical Service (EMS) delivery.

The structured incentive plan authorized by the Mobile County Personnel Board (MCPB) and in effect up to July 21, 2007, allows for a 5% incentive and \$30/shift ambulance incentive for MFRD employees who meet the established criteria. Policy 1004, Paramedic and Assignment Incentive Pay, implemented July 21, 2007, will replace any paramedic or ambulance incentives previously in place.

**Purpose**

The purpose of the various incentive categories is to help ensure that there is an adequate pool of qualified paramedic personnel with respect to the provision of EMS and that the city's Advanced Life Support service remains viable and operable, as well as to recruit and retain certified personnel with this valuable skill.

**Incentives**

1. The two categories of incentive are a) Paramedic Incentive Pay (PIP) and b) Assignment Incentive Pay (AIP). The primary difference between the two incentives is that, to receive the PIP, the employee must meet the criteria outlined in this policy; and, to receive the AIP, the employee must be officially assigned as one of the two personnel on any of the designated front-line rescue units which has the prefix designation of (R) and which is any one of the rescue units assigned to be on duty for 24-hour shifts. Special Events, Peak Load, and Heavy Rescue Units are not included in this definition.

The AIP is in addition to the PIP and designed to encourage assignment on front-line rescue units. Descriptions of the two incentive options are as follows:

- a. **Paramedic Incentive Pay (PIP):** The PIP compensates individuals who meet the incentive criteria outlined by the MFRD for Nationally Registered, Credentialed, and Certified Paramedics. Eligible employees must meet the following criteria of being: 1) a certified firefighter employed with Mobile Fire-Rescue Department; 2) a Nationally Registered and Credentialed Paramedic; and 3) a current State of Alabama Licensed Paramedic. The PIP is available at the designated amounts to the following employees holding the outlined paramedic credentials:

- i. Fire Service Assistant Chief and Fire Service Deputy Chief can receive a maximum of **5%** incentive.
  - ii. Fire Service District Chief can receive a maximum of **10%** incentive.
  - iii. Fire Service Captain, Fire Service Driver, Fire Inspector, Firemedic, and Firefighter can receive a maximum of **20%** incentive.
- b. **Assignment Incentive Pay (AIP):** The AIP facilitates paramedic personnel retention on front-line rescue units and addresses the increase in workload and stress associated with being assigned to a front-line rescue unit. Eligible employees must meet the criteria in item (a) above and be assigned to a front-line rescue unit.
2. Employees with EMT-D certification who are not eligible for PIP and AIP will be paid \$30 per 24-hour shift when assigned to work on the ALS ambulance. This incentive can be paid in pro-rated amounts of \$10 per 8-hour shift and \$15 per 12-hour shift.
  3. Any personnel with paramedic credentials not assigned to a front-line rescue unit who meet the guidelines of this policy will be eligible for a maximum of **20%** as outlined by the PIP criteria. Any personnel with paramedic credentials assigned to a front-line rescue unit who meet the guidelines of this policy will be eligible for a maximum of **20%** Paramedic Incentive Pay and **20%** Assignment Incentive Pay for a total of **40%** incentive pay. To facilitate the best possible communication within the department and to ensure that there is not any overlapping of incentive pay for involved personnel, the Deputy Chief of EMS will be directly involved in paramedic transfers, as well as any staffing changes affecting paramedic staffing, and he will be responsible for reporting staffing changes to payroll. No paramedics assigned to front-line rescue units are to be transferred without the authorization of the Deputy Chief of EMS.

Any employee receiving the PIP will be subject to utilization as a paramedic when there is a staffing shortage or a pressing need as determined by management.

### General Guidelines

1. Any certified firefighter who has attained certification by the National Registry of Emergency Medical Technicians and the State of Alabama as a credentialed Paramedic is eligible for the PIP (**20%**) and, if also **assigned** with approval of the Fire Chief to a front-line rescue unit which has the prefix designation of (R), will be eligible for the AIP, which is an additional **20%**. The MFRD currently maintains a staffing level of two certified and credentialed Paramedics per rescue unit and any staffing beyond that is considered incidental, temporary, and for detailing purposes only. Individuals who are affected by temporary or incidental

assignment changes are **only** eligible for the Paramedic Incentive Pay and **not** the Assignment Incentive Pay. Only two personnel per rescue unit will be eligible for the AIP and will receive the maximum incentive. The department will not grant AIP to any employee not assigned to a front-line rescue unit.

2. Employees must maintain their certification and credentialing in accordance with the National, State, and MFRD guidelines and policies, as well as be fit for full duty and eligible for assignment to a front-line rescue unit to receive PIP and AIP. If at anytime an employee becomes ineligible for either incentive as evidenced by not meeting all outlined criteria in this policy, it is his/her duty to inform the department within 72 hours of losing eligibility. This notification should be submitted to the Deputy Chief of EMS in writing with a copy to the Chief's Office, and the employee needs to complete another Incentive Pay Application Form with the applicable criteria identifying current licensure status. If the employee receives incentive pay when not eligible due to failing to submit the required documentation, then the employee will be subject to disciplinary action. The department has the right to revoke any pay incentive if the employee does not meet any and all outlined criteria and policies associated with the PIP or AIP.
3. A maximum of **40%** incentive pay for both PIP and AIP is available to any one individual classified at the rank of Fire Service Driver, Firemedic, or Firefighter. Criteria for both the PIP and AIP must be met to receive the maximum incentive. Also, the maximum incentive available to all other eligible classifications is up to **20%**. For accountability purposes, all requests for incentive pay must be verified and signed by the Deputy Chief of EMS who will submit the request to Human Resources and Payroll. The Mobile Fire-Rescue Department reserves the right per operational or staffing needs to assign, transfer, or detail personnel as it deems necessary, as well as revoke either or both incentives for poor job performance or disciplinary reasons.
4. Once an incentive request is submitted to Human Resources and Payroll, the turnaround time for the incentive to begin is variable; therefore, the City of Mobile does not guarantee a timeframe for the incentive to become effective. The effective date is determined once approved by the Personnel Board.
5. Management reserves the right to deem any employee as **ineligible** to receive PIP or AIP, or reassign any employee at its discretion, which may affect eligibility for AIP. Assignment Incentive Pay is an incentive, not a right. The following criteria will be applied in the circumstances as described below:
  - a. AIP will be removed when the employee is in an unpaid status or when an employee is on vacation, sick leave, injured with pay, military leave/training/active duty for the entire two-week pay period. Upon returning to full department duty in an eligible assignment, the employee will then be eligible for reinstatement of AIP.
  - b. Eligibility and reinstatement are at the discretion of management and shall not be misconstrued to be an absolute right of any employee.



**Mobile Fire-Rescue Department  
Paramedic and Assignment Incentive Pay  
Application Form**

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**To Request Paramedic Incentive Pay (PIP), Check Appropriate Box and Sign Below:**

- ☐ **[5% PIP]:** I hereby certify that I am currently classified as a **Fire Service Assistant Chief or Fire Service Deputy Chief** and am a certified firefighter employed with the Mobile Fire-Rescue Department (MFRD) who has attained certification by the National Registry of Emergency Medical Technicians, licensed in the State of Alabama as a credentialed Paramedic with the Mobile Fire-Rescue Department, and I maintain a current certification from both the National Registry of Emergency Medical Technicians and the State of Alabama Department of Public Health as a credentialed Paramedic. As required, I have attached to this request my clear, legible certification. I attest to its accuracy and authenticity; therefore, I meet the criteria to receive the **5 % PIP** from the City of Mobile.
  
- ☐ **[10% PIP]:** I hereby certify that I am currently classified as a **Fire Service District Chief** and am a certified firefighter employed with the Mobile Fire-Rescue Department (MFRD) who has attained certification by the National Registry of Emergency Medical Technicians, licensed in the State of Alabama as a credentialed Paramedic with the Mobile Fire-Rescue Department, and I maintain a current certification from both the National Registry of Emergency Medical Technicians and the State of Alabama Department of Public Health as a credentialed Paramedic. As required, I have attached to this request my clear, legible certification. I attest to its accuracy and authenticity; therefore, I meet the criteria to receive the **10 % PIP** from the City of Mobile.

- ☐ **[20% PIP]:** I hereby certify that I am currently classified as a **Fire Service Captain, Fire Service Driver, Fire Inspector, Firemedic, or Firefighter** and am a certified firefighter employed with the Mobile Fire-Rescue Department (MFRD) who has attained certification by the National Registry of Emergency Medical Technicians, licensed in the State of Alabama as a credentialed Paramedic with the Mobile Fire-Rescue Department, and I maintain a current certification from both the National Registry of Emergency Medical Technicians and the State of Alabama Department of Public Health as a credentialed Paramedic. As required, I have attached to this request my clear, legible certification. I attest to its accuracy and authenticity; therefore, I meet the criteria to receive the **20 % PIP** from the City of Mobile.

**To Request Assignment Incentive Pay (AIP), Check Box and Sign Below (you must be officially assigned as one of two employees to a front-line rescue unit):**

- ☐ **[20% AIP]:** I hereby certify that I currently meet the criteria to receive the **20% PIP** with the Mobile Fire-Rescue Department, and that I am classified as a Fire Service Driver, Firemedic, or Firefighter. I also attest that I am officially assigned to a front-line rescue unit as defined in the Paramedic and Assignment Incentive Pay policy, as well as I am a certified and credentialed paramedic. As required, I have attached to this request a clear, legible copy of my certification. I attest to its accuracy and authenticity; therefore, I am eligible for the **20% AIP** in addition to the PIP for a maximum of **40% incentive**.

Print Name: \_\_\_\_\_

Print Job Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Deputy Chief of EMS Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Policy No. 163  
Meeting No. 08-01  
Meeting Date 01/03/08

## POLICY

The Personnel Board approved a request from the City of Saraland to amend their College Educational Incentive Pay Policy as follows

### **COLLEGE EDUCATIONAL INCENTIVE PAY POLICY CITY OF SARALAND EMPLOYEES**

All full-time, permanent City of Saraland employees from entry level through the entire structure, who can substantiate through certified official transcripts from a recognized college or university with an accredited program in academic degrees shall upon approval of the Director, be granted a one-step (5%) educational incentive pay increment upon satisfactory completion of an Associate's Degree or at least 96 quarter hours/64 semester hours (in which course grades of "C" or better were attained) that included at least 25 quarter hours or its equivalent directly in the specialized course leading toward the degree. Only internet courses/degrees that are accredited through the crediting bodies which are accepted by the Mobile County Personnel Board will be approved. All employees who have been approved by the Educational Committee, ratified by the Council and approved by the Mobile County Personnel Board will be recognized for incentive pay.

Further, upon satisfactory completion of the requirements for a Bachelor's Degree the educational incentive pay increment shall be raised one additional step (5%) for a total of 10%.

Upon satisfactory completion of the requirements for a Master's Degree the educational incentive pay increment shall be raised another one-step (5%) for a total of 15%. However, to qualify for the total 15% by virtue of attaining a Master's Degree, the recipient must also meet the criteria established for receipt of both the 5% and 10% incentive pay increments. It is the intent of the City of Saraland that educational incentive pay be limited to a maximum of 15%.

If this policy does not address a specific fact scenario to determine eligibility, then a determination of eligibility shall be made by the Mobile County Personnel Board.



Policy No. 164  
Meeting No. 16-26  
Meeting Date 11/01/16

## POLICY

The Personnel Board approved the following policy as requested by the City of Chickasaw to adopt its College Educational Incentive Pay Policy as follows:

### **COLLEGE EDUCATIONAL INCENTIVE PAY POLICY CITY OF CHICKASAW EMPLOYEES**

All full-time, permanent City of Chickasaw employees from entry level through the entire structure, who can substantiate through certified official transcripts from a recognized college or university with an accredited program in academic degrees shall upon approval of the Director, be granted a one-step (5%) educational incentive pay increment upon satisfactory completion of an Associate's Degree or at least 96 quarter hours/64 semester hours (in which course grades of "C" or better were attained) that included at least 25 quarter hours or its equivalent directly in the specialized course leading towards the degree. Only internet courses/degrees that are accredited through the crediting bodies which are accepted by the Mobile County Personnel Board will be approved. All employees who have been approved by the Educational Committee, ratified by the Council, and approved by the Mobile County Personnel Board will be recognized for incentive pay.

Further, upon satisfactory completion of the requirements for a Bachelor's Degree, the educational incentive pay shall be raised one additional step (5%) for a total of 10%.

Upon satisfactory completion of the requirements for a Master's Degree, the educational incentive pay shall be raised another one-step (5%) for a total of 15%. However, to qualify for the total 15% by virtue of attaining a Master's Degree, the recipient must also meet the criteria established for receipt of both 5% and 10% incentive pay increments. It is the intent of the City of Chickasaw that educational incentive pay be limited to a maximum of 15%.

If this policy does not address a specific fact scenario to determine eligibility, then a determination of eligibility shall be made by the Mobile County Personnel Board.

Policy No. 165  
Meeting No. 18-22  
Meeting Date 11/06/18

## POLICY

The Personnel Board approved the following policy as requested by the City of Citronelle to adopt its College Educational Incentive Pay Policy as follows:

### **COLLEGE EDUCATIONAL INCENTIVE PAY POLICY CITY OF CITRONELLE EMPLOYEES**

All full-time, permanent City of Citronelle employees from entry level through the entire structure, who can substantiate through certified official transcripts from a recognized college or university with an accredited program in academic degrees shall upon approval of the Director, be granted a one-step (5%) educational incentive pay increment upon satisfactory completion of an Associate's Degree or at least 96 quarter hours/64 semester hours (in which course grades of "C" or better were attained) that included at least 25 quarter hours or its equivalent directly in the specialized course leading towards the degree. Only internet courses/degrees that are accredited through the accrediting bodies which are accepted by the Mobile County Personnel Board will be approved. All employees who have been approved by the Educational Committee, ratified by the Council, and approved by the Mobile County Personnel Board will be recognized for incentive pay.

Further, upon satisfactory completion of the requirements for a Bachelor's Degree, the educational incentive pay shall be raised one additional step (5%) for a total of 10%.

Upon satisfactory completion of the requirements for a Master's Degree, the educational incentive pay shall be raised another one-step (5%) for a total of 15%. However, to qualify for the total 15% by virtue of attaining a Master's Degree, the recipient must also meet the criteria established for receipt of both 5% and 10% incentive pay increments. It is the intent of the City of Citronelle that educational incentive pay be limited to a maximum of 15%.

If this policy does not address a specific fact scenario to determine eligibility, then a determination of eligibility shall be made by the Mobile County Personnel Board.



Policy No. 166  
Meeting No. 18-23  
Meeting Date 11/20/18

## POLICY

The Personnel Board approved the following policy as requested by the recommendation from the Personnel Director to adopt the Educational Incentive Pay Policy for Law Enforcement and Firefighting Personnel for the Mobile County Merit System. The new policy combines and replaces existing Board Policies #142 and #156 as follows:

### **EDUCATIONAL INCENTIVE PAY POLICY** **FOR LAW ENFORCEMENT AND FIREFIGHTING PERSONNEL** **MOBILE COUNTY MERIT SYSTEM**

All uniformed Firefighters, Firemedics, Paramedics, Cadets, and all sworn Law Enforcement Officers and Cadets, from entry level through the entire rank structure, who can substantiate through certified official transcripts from a recognized college or university with an accreditation\* shall, upon approval of the Director, be granted a 5% educational incentive pay increment upon satisfactory completion of an associate's degree or at least 96 quarter hours/64 semester hours (in which foundation course grades of "C" or better were obtained) that includes at least 25 quarter hours or its equivalent directly in the specialized courses leading toward the degree. Further, upon satisfactory completion of the requirements for a bachelor's degree, the educational incentive pay increment shall be raised an additional 5% for a total of 10%. Foundation course grades of "C" or better must be obtained.

Lastly, upon satisfactory completion of requirements for a master's degree, the educational incentive pay increment shall be raised another 5% for a total of 15%. However, to qualify for the total 15% by virtue of attaining a master's degree, the recipient must also meet the criteria established for receipt of both the 5% and 10% incentive pay increments. It is the intent of the Personnel Board that educational incentive pay be limited to a maximum of 15%.

*\*Recognized college or university with an accreditation is defined as a college or university which is accredited by a regional accrediting body or by the Distance Education Accrediting Commission (DEAC). Employees desiring to pursue curriculum for Educational Incentive Pay are encouraged to inquire at the Mobile County Personnel Department about acceptable recognized and accredited programs prior to commencement of the program. Eligible employees requesting Educational Incentive Pay must submit a completed Educational Incentive Pay Request Form, available on the Mobile County Personnel Board website, [www.personnelboard.org](http://www.personnelboard.org).*

Policy No. 167  
Meeting No. 19-08  
Meeting Date 04/16/19

## POLICY

The Personnel Board approved the following policy as requested by the Mobile County Sheriff's Office to adopt its Educational Incentive Pay Policy as follows:

### **EDUCATIONAL INCENTIVE POLICY** **FOR CORRECTIONS OFFICER AND INMATE WORK SUPERVISOR PERSONNEL** **MOBILE COUNTY SHERIFF'S OFFICE**

All uniformed Corrections Officers and Inmate Work Supervisors from entry level through the rank structure (excluding Corrections Cadet) who can substantiate through certified official transcripts from a recognized college or university with an accredited program in **academic degrees** shall upon approval of the Director, be granted an education incentive.

Upon satisfactory completion of an Associate's degree or at the minimum 96 quarter hours/64 semester hours (must attain a "C" or better) that includes a minimum of 25 quarter hours or its equivalent directly in the specialized course leading to the degree shall be granted 5% education incentive.

Upon satisfactory completion of the requirements for a bachelor's degree, the educational incentive pay increment shall be raised an additional step (5%) for 10%. Foundation course grades of "C" or better required.

Upon completion of the requirement for a master's degree, the educational incentive pay increment shall be raised another (5%) for 15%.

To qualify for the total 15% by virtue of attaining a master's degree, the recipient must also meet the criteria established for receipt of both the 5% and 10% incentive pay increments. The intent is that the education incentive policy, Mobile County Sheriff's Office/Metro Jail be limited to a maximum of 15%.

If this policy does not address a fact/scenario to determine eligibility, the Mobile County Personnel Board shall make a determination of eligibility.

*\*Recognized college or university with an accreditation is defined as a college or university which is accredited by a regional accrediting body or by the Distance Education Accrediting Commission (DEAC). Employees desiring to pursue curriculum for Educational Incentive Pay are encouraged to inquire at the Mobile County Personnel Department about acceptable recognized and accredited programs prior to commencement of the program. Eligible employees requesting Educational Incentive Pay must submit a completed Educational Incentive Pay Request Form, available on the Mobile County Personnel Board website, [www.personnelboard.org](http://www.personnelboard.org).*

Policy No. 168  
Meeting No. 19-08  
Meeting Date 04/16/19

## POLICY

The Personnel Board approved the following policy as requested by the City of Satsuma to adopt its Public Safety Certification Incentive Pay Policy as follows:

**PUBLIC SAFETY CERTIFICATION INCENTIVE POLICY**  
**CITY OF SATSUMA**  
**POLICE OFFICER AND FIREFIGHTER PERSONNEL**

Being able to recruit and retain certified Police Officers and Firefighters speeds up the training process and enhances the police and fire services for the City of Satsuma. In an effort to attract and retain certified Police Officers and Firefighters, the City of Satsuma has created a Certification Incentive Pay Policy. The following program conditions apply:

1. Certification incentive compensation is available to all full time Police Officers and Firefighters hired under the Mobile County Personnel Board.
2. All current eligible Police Officers (regardless of rank) who have completed their basic training as set forth by the Alabama Peace Officers Standard and Training Commission are eligible for a 5% incentive pay increase.
3. All current eligible Firefighters (regardless of rank) who have completed their training as set forth by the Alabama Fire College for Fire Fighter I and Fire Fighter II are eligible for a 5% incentive pay increase.
4. If an employee must attend an A.P.O.S.T.C. Police Academy for basic training or a refresher certification or attend the Alabama Fire College for Fire Fighter I and Fire Fighter II certifications, no incentive shall be paid until the employee is certified by the listed entities as stated above.

This policy will be effective upon approval by the Mobile County Personnel Board.

*Eligible employees requesting Educational Incentive Pay must submit a completed Educational Incentive Pay Request Form, available on the Mobile County Personnel Board website, [www.personnelboard.org](http://www.personnelboard.org).*

Policy No. 169  
Meeting No. 19-08  
Meeting Date 04/16/19

## POLICY

The Personnel Board approved the following policy as requested by the City of Satsuma to adopt its College Educational Incentive Pay Policy as follows:

### **COLLEGE EDUCATIONAL INCENTIVE POLICY** **CITY OF SATSUMA EMPLOYEES**

All full-time, permanent City of Satsuma employees from entry level through the entire structure, who can substantiate through certified official transcripts from a recognized college or university with an accredited program in academic degrees shall upon approval of the Director, be granted a one-step (5%) educational incentive pay increment upon satisfactory completion of an Associate's Degree or at least 96 quarter hours/64 semester hours (in which course grades of "C" or better were attained) that included at least 25 quarter hours or its equivalent directly in the specialized course leading towards the degree. Only internet courses/degrees that are accredited through the accrediting bodies which are accepted by the Mobile County Personnel Board will be approved. All employees who have been approved by the Educational Committee, ratified by the Council, and approved by the Mobile County Personnel Board will be recognized for incentive pay.

Further, upon satisfactory completion of the requirements for a Bachelor's Degree, the educational incentive pay shall be raised one additional step (5%) for a total of 10%.

Upon satisfactory completion of the requirements for a Master's Degree, the educational incentive pay shall be raised another one-step (5%) for a total of 15%. However, to qualify for the total 15% by virtue of attaining a Master's Degree, the recipient must also meet the criteria established for receipt of both 5% and 10% incentive pay increments. It is the intent of the City of Satsuma that educational incentive pay be limited to a maximum of 15%.

If this policy does not address a specific fact scenario to determine eligibility, then a determination of eligibility shall be made by the Mobile County Personnel Board.

*\*Recognized college or university with an accreditation is defined as a college or university which is accredited by a regional accrediting body or by the Distance Education Accrediting Commission (DEAC). Employees desiring to pursue curriculum for Educational Incentive Pay are encouraged to inquire at the Mobile County Personnel Department about acceptable recognized and accredited programs prior to commencement of the program. Eligible employees requesting Educational Incentive Pay must submit a completed Educational Incentive Pay Request Form, available on the Mobile County Personnel Board website, [www.personnelboard.org](http://www.personnelboard.org).*

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