



MANAGEMENT OPTIONAL BENEFITS (MOB) MOB LEAVE FACT SHEET

The policy governing unclassified employees, Title 6, Part 3, of the Escambia County Administrative Code, creates two compensation categories called Senior MOB Service (SES) and Professional, Technical, and Confidential Service (PTC). All **unclassified Department Directors, Division Managers and senior professionals** have been designated as part of the Senior MOB Service (SES). All **other unclassified employees** are assigned to the Professional, Technical, and Confidential Service (PTC).

Compensation Policy

- The compensation policy eliminates salary differential or premium compensation for longevity or any other purpose.
- It clarifies overtime compensation policies and conforms to the "Fair Labor Standards Act."
- The compensation policy includes a severance benefit for involuntary termination (up to 90 days pay for SES employees and 30 days for PTC employees.)
 - Entitlement to pay severance benefits for resignation/termination will be based on the type of separation (i.e., involuntary). Specifically, voluntary separations (i.e., quit to take another job) will normally not be entitled to severance pay. All terminations involving unclassified employees must go through the Director of Human Resources prior to the County Administrator's approval/disapproval.

Employees who are members of the unclassified service are considered "at will" employees and receive the following MOB. They do not receive longevity, overtime pay, and appeal rights to the Merit System Protection Board.

General Information

- In addition to any other form of leave or excused absence, each employee in the unclassified service may take MOB in any fiscal year.
- Unclassified personnel employed after April 1 of the fiscal year will not receive MOB until October 1 of the next fiscal year.
- Approval for MOB leave must be given in advance in the same manner as other planned absences.
- At the employee's option, up to forty hours of unused MOB leave remaining at the end of the fiscal year may be compensated by lump sum cash payment at the employee's usual pay rate contingent upon availability of funds.

Senior MOB Service (SES) (Effective October 1, 2003)

- At the beginning of each fiscal year, SES employees receive 60 hours of MOB.
- SES employees have the option to carry over, from one year to the next, up to 480 hours of MOB leave. This will be a separate category than Paid Time Off (PTO) leave carryover.
- As a recruitment incentive for SES positions that may be hard to fill and/or to attract candidates with superior qualifications, incoming personnel may receive, on a one-time basis, up to 40 hours of PTO leave and/or 40 hours of ELB leave. This will be based upon recommendation by the Director of Human Resources and approval by the County Administrator.

Professional, Technical, and Confidential Service (PTC) (Effective October 1, 2003)

- At the beginning of each fiscal year, PTC employees receive 40 hours of MOB leave.
- PTC employees have the option to carry over, from one year to the next, up to 250 hours of MOB leave. This will be a separate category than Paid Time Off (PTO) leave carryover.

MOB leave may be used upon receipt with approval of The Department Director, Manager, or whomever may be responsible for approving requested time of off from work.