



Administrative Services Committee Meeting Commission Chamber - 4/10/2018

ATTENDANCE:

Present: Hons. M. Williams, Chairman; Jefferson, Vice Chairman;
Davis and D. Williams, members.
Absent: Hon. Hardie Davis, Jr., Mayor.

ADMINISTRATIVE SERVICES

1. Approve new full-time 100% grant paid Court Aide position for the State Court Accountability Court program. Grant is funded annually from July to June. **Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 4-0.	Commissioner Mary Davis	Commissioner Dennis Williams	Passes

2. Discuss 'Common Set of Facts" (Requested by Commissioner Marion Williams) **Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve receiving this item as information. Motion Passes 4-0.	Commissioner Mary Davis	Commissioner Dennis Williams	Passes

3. Motion to approve the minutes of the Administrative Services Committee held on March 13, 2018. **Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 4-0.	Commissioner Andrew Jefferson	Commissioner Dennis Williams	Passes

4. Presentation of the Augusta, Georgia Retirement Process.

Item Action:
Rescheduled

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Defer	Motion to refer this item to the full Commission with no recommendation. Motion Passes 4-0.	Commissioner Mary Davis	Commissioner Dennis Williams	Passes

5. Request Human Resources Department provide the following: **1)Detail** presentation on the retirement briefing and option that all employees are presented when they retire and **2) Evidence** that the Health Care Plan is offered to the employee that they must either accept or reject and **3)Evidence** from our Health Care Plan specifically authorizes the carry over after retirement up to the age of 65 when Medicare/Medicaid becomes effective and **4) Provide** commissioners all presentation information electronically. **(Requested by Commissioner Sammie Sias - deferred from March 13 Finance Committee)**

Item Action:
Rescheduled

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	This item was included in the discussion of Item #4.			

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**Administrative Services Committee Meeting
4/10/2018 1:10 PM
Attendance 4/10/18**

Department:

Presenter:

Caption:

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

**Funds are Available
in the Following
Accounts:**

REVIEWED AND APPROVED BY:

Augusta-Richmond County **Job Description**

Approved Title: Accountability Court Case Aide
Working Job Title: Accountability Court Case Aide
Department: State Court, Richmond County
Reports to: Accountability Court Coordinator

Job Code: 0530

FLSA Classification: Non-Exempt

Pay Grade: 39

Date Revised: February 13, 2018

Original Date Prepared: January 25, 2018

Does the Position Have Direct Reports? Yes No ☒ X

If Yes, What is the Title of the Position that Reports to this Position:

Is this Position Safety Sensitive? Yes ☐ No ☒ X

GENERAL SUMMARY: Assist Accountability Court Coordinator with daily operations of ensuring compliance of program clients. Assist Accountability Court Coordinator in ensuring that clients are properly notified of all terms and conditions of the accountability court program. Attend client-staffing meetings on a regular basis and assist in providing update on clients in the program. Ensures that the case management system is accurate with up to date records regarding the history and compliance matters of each case. Assist the Accountability Court Coordinator with day-to-day operations and case management for the State Accountability Court Programs.

KEY RESPONSIBILITIES AND PERFORMANCE STANDARDS

Percentages	Describe the duties and responsibilities of the position in the spaces provided below and assign percentage of time spent on each area on the left column space.
25%	Performs data entry into the accountability court case management database including payments and fees.
20%	Prepares staffing report for accountability court program.
15%	Ensures that clients are being properly screened for drug/alcohol abuse as determined appropriate by the staffing team.
15%	Assists the Accountability Court Coordinator in the input of case management data for all accountability court programs.
10%	Attends client-staffing meetings on a regular basis and provides updates on clients in the program.
10%	Ensures that the clients are in compliance with the terms and conditions of the accountability court program and are meeting expectations by the program staffing team.
5%	Assist in the Accountability Court Drug Lab
As required	Performs others duties of a similar nature or level.
100% Total: 100 (This section's percentage must total 100%).	

REQUIRED MINIMUM QUALIFICATIONS:

Education: High School Diploma or G.E.D.

Experience: 2 years of working in a court and/or criminal justice position.

Knowledge/Skills/Abilities:

- Knowledge of the criminal justice system, courts, and principles and techniques of office management.
- Experience in data processing and electronic information processing systems.
- Ability to operate a variety of automated office equipment
- Exposure to financial procedures and standard practices
- Knowledge of HIPPA and Federal Confidentiality Rule 42 CFR regulations
- Skills in effective speaking, writing, and management
- Ability to exercise good judgment and discretion in applying and interpreting the Court's policies and procedures.
- Self-motivated person who can willingly accept guidance and direction from supervisors
- Ability to maintain an effective and confidential working relationship with associates, judges, county employees, attorneys, and the public.

Certification: N/A

Licensing: Possession of a valid driver's license with good driving history. If State license is other than Georgia or South Carolina, applicant must obtain a license in Georgia or South Carolina within 30 days of employment.

Need to pass satisfactory background check, security, and drug examinations.

OTHER:

Does this position require staff call up in an emergency? Yes ☐ No ☒

Is travel from office to other locations required of this position? Yes ☒ No ☐

If yes, what is the percentage of travel involved? Less than 50%? Yes ☒ No ☐ More than 50%? Yes ☐ No ☒

PHYSICAL REQUIREMENTS:

Please indicate a yes or no as applicable below		
Occasional lifting of light objects less than 75lbs.	Yes ☒	No ☐
Intermittent sitting	Yes ☒	No ☐
Standing	Yes ☒	No ☐
Stooping	Yes ☒	No ☐
Crouching	Yes ☒	No ☐
Walking	Yes ☒	No ☐
Reaching	Yes ☒	No ☐
Pulling	Yes ☒	No ☐
Fingering	Yes ☒	No ☐
Grasping	Yes ☒	No ☐
Feeling	Yes ☒	No ☐
Talking	Yes ☒	No ☐
Hearing	Yes ☒	No ☐
Seeing	Yes ☒	No ☐
Repetitive Motions	Yes ☒	No ☐
Is work performed in an office setting?	Yes ☒	No ☐

FINANCIAL RESPONSIBILITY:

Is this position involved in a budgetary or financial approval responsibility? Yes No ☒ X
If yes, please indicate size of budget or financial responsibility in annual dollar amount:

TRAINING & SUPERVISORY RESPONSIBILITY:

How many people are being supervised or trained? None

One staff Yes No ☐ Two to five staff Yes No Six to ten staff Yes ☐ No More than ten staff Yes ☐ No

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

REVIEW/APPROVALS

Employee

Date

Line of Staff Management

Date

Department Director

Date

Compensation Administration Staff

Date

HR Director

Date

**State Court Accountability Court Grant Paid County Employee Salary
Breakdown**

Position Type: Full-time
Position Title: Accountability Court Case Aide
Department: State Court

Grant Org Key: 22022638 – New grant funds available January 1, 2018
Grant Name: Richmond County DUI and Veterans Court
Grant Cycle: July 1, 2018 – June 30, 2018

Insurance Plan: Employee Only - \$4,048 (medical) and employee only (dental) - \$170.88

Hours per week	Hourly wage	Yearly Wage	FICA 6.20%	Medicare 1.45%	LTD \$0.235 per \$100	GMEBS Pension 5.1%	Health Insurance	Total Salary & Fringes
37.5	\$12	\$23,400	\$1,451	\$339	\$55	\$1,193	\$4,214	\$30,829

*Position is contingent upon receipt of grant funds.

Finance Department Acknowledgement of Financial Breakdown


Signature

3/5/2018
Date



Administrative Services Committee Meeting
4/10/2018 1:10 PM
Accountability Court New Grant Case Aide Position

Department:	State Court
Presenter:	Crystal Page
Caption:	Approve new full-time 100% grant paid Court Aide position for the State Court Accountability Court program. Grant is funded annually from July to June.
Background:	The Accountability Court has 167 participants enrolled in its DUI, Drug and Veterans Court program. We currently have 1 Case Manager and 1 Coordinator approved for this department. We currently have a part-time court case aide working in our department who is 100% grant paid and we are requesting to make this position full time. The number of participants enrolled and the many State requirements imposed on accountability court programs make it necessary to have a full-time court case aide so the department can meet the demands of operating the department in an efficient manner.
Analysis:	n/a
Financial Impact:	This position will be paid an annual salary of \$30,829 which includes benefits. Any person hired in this position understands that the position is contingent on the receipt of annual grant funds. Grant is funded annually from July to Jun. It requires renewal application each year.
Alternatives:	None
Recommendation:	Approve
Funds are Available in the Following Accounts:	100% grant funded through the Criminal Justice Coordinating Council grant funds. Current grant is ended on 6/30/2018. Fund account: 220022638

REVIEWED AND APPROVED BY:

Finance.

Law.

Administrator.

Clerk of Commission



**Administrative Services Committee Meeting
4/10/2018 1:10 PM
Common Set of Facts**

Department:

Presenter: Commissioner Marion Williams

Caption: Discuss 'Common Set of Facts' (Requested by Commissioner Marion Williams)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

**Funds are Available
in the Following
Accounts:**

REVIEWED AND APPROVED BY:



Administrative Services Committee Meeting Commission Chamber - 3/13/2018

ATTENDANCE:

Present: Hons. M. Williams, Chairman; Jefferson, Vice Chairman; Davis and D. Williams, members.

Absent: Hon. Hardie Davis, Jr., Mayor.

ADMINISTRATIVE SERVICES

1. Approve the purchase of one Chevrolet Tahoe Pursuit using a sub-grant funded by the Federal Homeland Security Grant Program through the State of Georgia for the Richmond County Sheriff's Office. Awarded via State Contract #SWC 40199-409. **Item Action:** Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Mr. M. Williams abstains. Motion Passes 3-0 -1.	Commissioner Mary Davis	Commissioner Andrew Jefferson	Passes

2. Approve the purchase of 3 - F-150 Crew Cab Pickup Trucks for Richmond County Sheriff's Department using forfeiture funds. **Item Action:** Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Mr. M. Williams abstains. Motion Passes 3-0 -1.	Commissioner Dennis Williams	Commissioner Andrew Jefferson	Passes

3. Motion to approve a request from the Augusta Regional Airport Marshal's Office Division for one new 2018 Ford Pursuit Utility Explorer for K-9 **Item Action:**

transport.

Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Mr. M. Williams abstains. Motion Passes 3-0 -1.	Commissioner Mary Davis	Commissioner Andrew Jefferson	Passes

4. Approve a request from Fleet Management for the replacement of five Marshal's Office vehicles using SPLOST Phase VII – Public Safety Vehicles utilizing competitive Bid Item #18-123. **Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Mr. M. Williams abstains. Motion Passes 3-0 -1.	Commissioner Mary Davis	Commissioner Dennis Williams	Passes

5. Approve the replacement of one Ford Pursuit Utility Vehicle using a sub-grant funded by the Federal Homeland Security Grant Program through the State of Georgia. **Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Mr. M. Williams abstains. Motion Passes 3-0 -1.	Commissioner Dennis Williams	Commissioner Andrew Jefferson	Passes

6. Approve a request from the Richmond County Sheriff's Office to replace 31 Road Patrol, 2 Traffic, 2 Civil, 1 K-9 and 7 Criminal Investigation vehicles using SPLOST VII – Public Safety Vehicles. **Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
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Approve	Motion to approve. Mr. M. Williams abstains. Motion Passes 3-0 -1.	Commissioner Andrew Jefferson	Commissioner Mary Davis	Passes
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7. A motion to approve and execute the final revision of the Healthstat contract. **Item Action: Approved**

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 4-0.	Commissioner Dennis Williams	Commissioner Mary Davis	Passes

8. Approve proposal from Total Systems Commissioning, Inc. in the amount of \$39,680.00 to assess the condition of the plumbing and electrical systems at Richmond County Correctional Institution (RCCI) and recommend a strategy to implement improvements. (RFP17-294) **Item Action: Approved**

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 4-0.	Commissioner Mary Davis	Commissioner Dennis Williams	Passes

9. Update from Historic Augusta regarding the plans for the Augusta Jewish Museum in accordance with the lease agreement between Augusta, GA and Historic Augusta, Inc. dated July 26, 2016. **Item Action: Approved**

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve receiving this item as information. Motion Passes 4-0.	Commissioner Mary Davis	Commissioner Andrew Jefferson	Passes

10. Discuss the proficiency/effectiveness of automated voice messaging systems **Item**

used by city departments. **(Requested by Commissioner Marion Williams)**

Action:
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve receiving this item as information. Motion Passes 4-0.	Commissioner Mary Davis	Commissioner Dennis Williams	Passes

11. Discuss **"common set of facts"**. **(Requested by Commissioner Marion Williams)**

Item Action:
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve receiving this item as information. Motion Passes 4-0.	Commissioner Mary Davis	Commissioner Andrew Jefferson	Passes

12. Presented as Information: The Housing and Community Development Department is going digital.

Item Action:
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve receiving this item as information. Motion Passes 4-0.	Commissioner Andrew Jefferson	Commissioner Mary Davis	Passes

13. Motion to approve the minutes of the Administrative Services Committee held on February 27, 2018.

Item Action:
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve.	Commissioner	Commissioner	Passes

Motion Passes 4- Mary Davis
0.

Andrew Jefferson

14. Consider Sheriff Roundtree's communication to the commission dated 3/7/18 regarding the commission's prerogative to speak to public concerns. **Item Action:**
(Requested by Commissioner Marion Williams) Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve receiving this item as information. Motion Passes 4-0.	Commissioner Dennis Williams	Commissioner Andrew Jefferson	Passes

15. Update from Procurement regarding awarding of storm water contracts. **Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve receiving this item as information. Mr. Jefferson out. Motion Passes 3-0.	Commissioner Mary Davis	Commissioner Dennis Williams	Passes

16. Motion to request staff to initiate the process to amend Personnel Policy & Procedures Manual, Chapter III, Grievances, Discipline & Appeals Section and to review the other policies and procedure letters that we considered in 2017 reference the PPPM. (Requested by Commissioner Sammie Sias - inadvertently omitted from the agenda by the Clerk's Office) **Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	Unanimous consent is given to add this item to the agenda.			

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
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Approve	Motion to approve		
	appointing Mr. Jefferson		
	to chair the PPPM sub-	Commissioner	Commissioner
	committee after which	Mary Davis	Andrew Jefferson
	Mr. Sias' concern can be		Passes
	addressed as a priority.		
	Motion Passes 4-0.		

17. A request for an action to be taken to correct an approval by the Augusta Commission on February 6, 2018 for Item Number 11 for Landscaping Services. **(Requested by Commissioner Marion Williams)** **Item Action:**
None

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	No formal action was taken on this item at this time. The law department will review this item and make a recommendation back to the Commission.			

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**Administrative Services Committee Meeting
4/10/2018 1:10 PM
Minutes**

Department: Clerk of Commission

Presenter:

Caption: Motion to approve the minutes of the Administrative Services Committee held on March 13, 2018.

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

**Funds are Available
in the Following
Accounts:**

REVIEWED AND APPROVED BY:

Augusta, Georgia

Retirement Process

April 10, 2018

The Retirement Process

- Employee contacts the HR department (benefits staff) to request an appointment to discuss retirement.
- Benefits staff requests a retirement estimate from our pension administrator (GMEBS/QPA) for the employee prior to meeting with the employee.
- Estimate is normally provided to employee by phone or by email. If employee desires to proceed with retirement, they are informed of the documents needed for employee only and/or spousal benefit. **Driver's license, SS Card, Birth Certificate and Voided Check*. If leaving a spousal benefit, a copy of marriage license is needed.
- During the appointment, the benefits staff will review and complete the retirement application with the employee and obtain all of the requested documents needed in conjunction with the retirement application.

*GMEBS – Georgia Municipal Employees Benefit System

*QPA – Qualified Plan Administrator

The Retirement Process continued...

- Recommended time period for those seeking retirement?
We recommend employees contact Human Resources at least sixty (60) days prior to retirement effective date.
- Appointment time to complete application and obtain required documents?
 - *The appointment time with Human Resources should take approximately one hour but varies by employee.*

Augusta, Georgia Pension Plans

- Current GMEBS - Georgia Municipal Association
- Old GMEBS - Georgia Municipal Association
- 1977 Pension Plan – Georgia Municipal Association
- 1949 Pension Plan – Qualified Pension Administrator
- 1945 Pension Plan – Qualified Pension Administrator
- 1998 Deferred Contribution Benefit Plan –
Newport Group

The Retirement Options...

Retirement benefit options Presented to Employee:

- Option to leave a spousal benefit
- Option to continue Health, Dental and Vision insurance
- Option to continue basic life insurance
- Option to enroll into Medicare Advantage, if 65 or older
- Provide employee information related to their supplemental benefits.

Retirement Benefit Elections Options


AUTHORIZATION FOR INSURANCE DEDUCTIONS

Retiree's Name: _____ SSN: _____ - _____ - _____

Plan Name:
☐ City 45 ☐ City 49 ☐ County 45 ☐ County 77 ☐ GMEBS

Health Insurance Elections: _____ (Retiree Initials)
☐ Opt Out ☐ Plan I ☐ Plan II ☐ MetLife Dental ☐ Medicare Advantage

Coverage Level: _____ (Retiree Initials)
☐ Opt Out ☐ Retiree Only ☐ Retiree +1 Family ☐ Family
Cost:
 Retiree Cost: Health Insurance \$ _____ MetLife Dental \$ _____
 Employer Cost: Health Insurance \$ _____ MetLife Dental \$ _____

Vision Care Plan: _____ (Retiree Initials)
☐ Opt Out ☐ Low Option ☐ High Option Retiree Cost: EyeMed \$ _____

Life Insurance: _____ (Retiree Initials)
☐ Opt Out ☐ Opt In
Coverage: Retiree Cost: \$ _____ Insurance Amount: \$ _____
 Beneficiary Name/Address/Phone: _____
 () _____ - _____

HR Benefits Representative: _____ Date: ____/____/____

Retiree Signature: _____ Date: ____/____/____

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Augusta, Georgia Human Resources Department
 535 Telfair Street, Suite 400
 Augusta, Georgia 30901
 (706) 821-2303 (Office) – (706) 821-2867 (FAX)

Page 3 of BCBS contract

SCHEDULE A
TO
ADMINISTRATIVE SERVICES AGREEMENT
WITH
AUGUSTA-RICHMOND COUNTY

This Schedule A shall govern the Agreement Period from January 1, 2017 through December 31, 2017. For purposes of this Agreement Period, this Schedule shall supplement and amend the Agreement between the Parties. If there are any inconsistencies between the terms of the Agreement including any prior Schedules, and this Schedule A, the terms of this Schedule A shall control.

Section 1. Effective Date and Renewal Notice

This Agreement Period shall be from 12:01 a.m. January 1, 2017 to the end of the day of December 31, 2017.

Paid Claims shall be processed pursuant to the terms of this Agreement when incurred and paid as follows:

Incurred from January 1, 2013 through December 31, 2017 and
Paid from January 1, 2017 through December 31, 2017.

BCBSGa shall provide any offer to renew this Agreement at least 60 days prior to the end of an Agreement Period.

Section 2. Broker or Consultant Base Compensation

Medical

Not Applicable.

Section 3. Member Excluded from Stop Loss Coverage

Medicare Eligible Retirees

Section 4. Administrative Services Fees

A. Base Administrative Services Fee

POS Composite: \$42.47 per Subscriber per month (BCBSGa retains 2.0% of network discount savings).
HMO Composite: \$42.47 per Subscriber per month (BCBSGa retains 2.0% of network discount savings).

Article 3(a) Retroactive Adjustments to Enrollment

BCBSGa shall credit Administrative Services Fees for each retroactive deletion up to a maximum of 60 days and shall charge Administrative Services Fees for each retroactive addition up to a maximum of 60 days.

B. Health and Wellness Program Fees

Not Applicable

C. Other Fees or Credits

Fee for Subrogation Services. The charge to Employer is 25% of gross subrogation recovery, or, if outside counsel is retained, 15% of the net recovery after a deduction for outside counsel fees.



YOUR BENEFITS IN RETIREMENT



IT'S YOUR FUTURE

MAKING THE MOST
OF YOUR
AUGUSTA, GEORGIA RETIREMENT

QUESTIONS???



YOUR BENEFITS IN RETIREMENT



IT'S YOUR FUTURE

**MAKING THE MOST
OF YOUR
AUGUSTA, GEORGIA RETIREMENT**

About the Benefits Handbook

This booklet describes the benefits available to Augusta, Georgia employees who have met the age and service requirements to retire with benefits under the GMEBS - Georgia Municipal Employees Benefit System (Current GMEBS, Old GMEBS and 1977 Pension Plans, QPA – Qualified Plan Administrator (1945 and 1949 Pension Plans) and Newport Group - 1998 (Deferred Contribution Plan). The benefits described within this booklet are based on meeting the requirements to retire from Augusta, Georgia.

Augusta, Georgia has been made to ensure the accuracy of information in this booklet. However, if statements in this booklet differ from applicable contracts, certificates or riders, then the terms and conditions of those documents, as interpreted by the Augusta, Georgia Human Resources office, prevail.

Possession of this booklet does not constitute eligibility for retirement.

Contents

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Retirement from the Augusta, Georgia

Your eligibility to retire from the Augusta, Georgia government is determined by several factors, including your age, your service date, your appointment date and the number of years you have worked for the organization?

“Retirement” is defined as a voluntary termination from the Augusta, Georgia government based on meeting age and eligible service requirements. In addition to other eligibility, there is also a five (5) year minimum service requirement to retire with benefits, including health/prescription drug, dental, vision and life insurance, if eligible.

Augusta, Georgia Benefits in Retirement

When you retire, your Augusta, Georgia employee benefits end at the end of the month prior to the effective date of your retirement. Retiree benefits for which you are eligible start on the 1st of the month. Note: if you retire on the 1st of the month, your employee benefits end and your retiree benefits start on your retirement date.

If you are enrolled in the following Augusta, Georgia benefit plans and are eligible for benefits as an Augusta, GA retiree, coverage for you and your eligible dependents enrolled at the time of your retirement will automatically continue as long as you pay any applicable premiums:

- Health Plan (including prescription drug coverage)
 - If you are retiring under the age of 65, on our HMO OR POS plan, your prescription drug carrier is Magellan RX.
 - If you are retiring at age 65 or older, on our Medicare Preferred PPO plan, your prescription drug carrier is Express Scripts.
- Dental Plan
- Vision Plan
- Group Term Life Insurance (Automatically transfers to the Retiree Life Insurance Plan)

*Employees seeking retirement have the option to waive coverage, if they choose to do so.

Dependent Eligibility

Only the eligible person(s) covered under your benefits plans at the time of your retirement can remain on your coverage in retirement. Covered dependent children remain on your benefits until they no longer meet the eligibility requirements, up to the end of the month in which they turn 26.

Open Enrollment

Each year during the Open Enrollment period, you may make changes to your retiree benefits i.e. health, dental and vision. As an Augusta, Georgia retiree, changes are effective April 1st.

Retiree Life Insurance Plan

If you are enrolled in Group Term Life Insurance when you retire, you will be transferred to the Retiree Life Insurance Plan, and the amount of coverage will be reduced to the retirement level for your age (unless you appear on the Grandfathered list). Those employees listed on the grandfathered list are not subject to policy amount based on age. All other retirees will continue to reduce each year until you reach age 70, when the coverage becomes \$12,500, and this amount will remain in effect for the rest of your life.

Your Age On and After Retirement	Amount of Insurance	Monthly Premium
Up to age 65	\$25,000	\$11.00
Age: 65-69	\$16,250	\$7.15
Age 70 and older	\$12,500	\$5.50

*Premium amounts will be deducted from your monthly pension.

Your life insurance will be paid to your named beneficiaries

Regardless of how, when or where death occurs, the full amount of your life insurance in effect at the time of death will be paid to your beneficiaries after written proof of your death is provided to the life insurance company and all necessary documents are processed.

Keep your beneficiary designation up to date

Be sure to keep your beneficiary information up to date as your circumstances change. In order to change your life insurance beneficiary, you must contact Augusta, Georgia Human Resources benefits team.

Benefits that end at Retirement

The following benefits end at retirement:

- **Long-Term Disability Plan**

Your Long-Term Disability (LTD) benefits will end as of the last day of the month prior to your retirement date. Note: if your retirement date is the 1st of the month, your LTD coverage will end the last day of the previous month.

- **Flexible Spending (FSA)**

Healthcare FSA

If you participate in a Healthcare FSA, expenses incurred prior to the date of your retirement are eligible for reimbursement.

- **Dependent Care FSA**

You may continue to submit claims for expenses incurred from January 1 (or your dependent care FSA start date) through March 15 of the following year.

The amount of the reimbursement will be subject to the balance in your account. If there are sufficient funds, claims will be honored upon request.

- **Nationwide 457**

Upon retirement, once you have been designated as a retiree, you will need to submit the necessary forms to Nationwide to receive the contribution balance. Distribution forms can be obtained by contacting the Augusta, Georgia Human Resources department (a portion of the form will need to be completed by HR.)

- **Optional Life Insurance**

Upon retirement, once you have been designated as a retiree, you will need to contact the Standard Life Insurance and/or Voya Insurance to set up direct billing to make payments directly to the insurance company.

Retirement Benefit Premiums

Paying for your benefits

As an Augusta, Georgia retiree, your health/dental, vision and life insurance, if selected, will be deducted from your monthly pension check. The retirement amount quoted to you at retirement will be the amount minus the benefit elections amount you authorize to be deducted. The HR department (Benefits Staff) will provide you with a copy of the insurance deductions you elected.

If your monthly pension is less than the benefit elections, the retiree will be set up on direct bill and will pay the monthly premiums to Conexis.

Medical Insurance Premiums - Retirees (Monthly)					
County 45, County 77, City GMEBS and Social Security					
Plan 1 - HMO					
	Retiree				
Retiree Only	\$101.81				
Retiree + 1	\$203.74				
Family	\$305.61				
Plan 2 - POS					
Retirees without Medicare			Medicare Advantage & Dental		
	Retiree			Retiree	
Retiree	\$112.60		Retiree	\$35.84	
Retiree + 1	\$225.31		Retiree + 1	\$77.31	
Family	\$337.96				
City 45 and City 49 Retirees					
Plan 1 (HMO) - Medical & Dental			Medicare Advantage & Dental		
	Retiree			Retiree	
Retiree	\$45.47		Retiree	\$35.84	
Retiree + 1	\$90.99		Retiree + 1	\$77.31	
Family	\$136.49				
Plan 2 (POS) - Medical & Dental			VISION		
Retiree	\$43.49		Retiree Only	\$6.14 (Low)	\$9.10 (High)
Retiree + 1	\$86.97		Retiree + 1	\$12.30 (Low)	\$18.24 (High)
			Retiree + Family	\$16.90 (Low)	\$25.06 (High)

Contact Information

BENEFIT	BENEFITS CLAIMS ADMINISTRATOR	PHONE	WEBSITE
HEALTH CARE			
Health Maintenance Organizations (HMO)	Blue Cross Blue Shield of Georgia	800-441-2273	www.bcbsga.com
Prescriptions (HMO)	Magellan RX	800-424-8009	www.magellan.com
Preferred Provider Organizations (PPO)	Blue Cross Blue Shield of Georgia	800-441-2273	www.bcbsga.com
Prescriptions (PPO)	Magellan RX	800-424-8009	www.magellan.com
Medicare Advantage	Blue Cross Blue Shield of Georgia	800-441-2273	www.bcbsga.com
Prescriptions (Medicare Advantage)	Express Scripts	800-251-7690	www.express-scripts.com
Medicare		See U.S. government listing in your local telephone book	www.medicare.gov
Dental	MetLife	800-638-5433	www.metlife.com
Vision	EyeMed	866-939-3633	www.eyemedvisioncare.com
Life Insurance	Standard	800-638-1135	www.standard.com
Life Insurance	VOYA	855-ONE-VOYA	www.voya.com
AFLAC	AFLAC	800-992-3522	www.AFLAC.COM
Heath Plan Payments	CONEXIS	866-279-8385	www.conexis.com
Human Resources Department		706-821-2303	Email: benefits@augustaga.gov

Frequently Asked Questions

1. **As a retiree, if I decide not to leave my spouse a spousal benefit, can I change my mind at a later date?**

No, the final retirement amount is based on whether or not a retiree leaves a spousal benefit. Once the retiree elects not to leave a spouse benefit, he or she cannot change that election.

2. **As a retiree, what deductions are eligible to be deducted from my monthly pension?**

- a. Health/Dental
- b. Vision
- c. Group Term Life Insurance

3. **As a retiree, when does my retirement become effective? How should I communicate my retirement to my department?**

Retirement for all retirees are effective at the 1st of the month. Employees seeking retirement are encouraged to give their department at least a thirty-day (30) notice.

4. **As a retiree, what if the last day of the month falls on Wednesday, should I finish out the week?**

No, your last day of work would be the last day of the month whether it falls on Monday, Tuesday, Wednesday or Thursday. Retirees should not work beyond the last day of the month.

5. **As a retiree, if I pass away, who should my family contact?**

The family of a retiree who has passed away should contact the HR department immediately. At that time, a benefit specialist will provide the designated beneficiary with the necessary documents needed to initiate a death claim with the insurance company. The HR department's direct line is (706) 821-2303.

6. **As a retiree, I left my spouse a spousal benefit and had them covered on my insurance. What happens after I pass away?**

Upon the death of a retiree, the family should contact the HR department immediately. At that time, a benefit specialist will inform the designated beneficiary of the next process. If the retiree has left a spousal benefit, the benefit specialist will walk the spouse through the process of continuing his/her benefits after the retiree's death. The HR department's direct line is (706) 821-2303.

7. **As a retiree, how is Retiree Open Enrollment handled?**

Open enrollment is held on a designated date in February of each year. The HR department will send out notices of the place, date and time of the event and invite all retirees to attend. Retirees are not required to attend these events, they should attend only if changes are necessary or if the retiree has benefit related questions for benefit providers.

8. As a retiree, what should I do if I have a life changing event?

As retiree, you will have to communicate with the Human Resources department directly. If you have one of the following life changing events:

- New Marriage*
- Divorce or legal separation*
- Birth or adoption of an eligible child*
- Death of your spouse or a covered child*
- Receipt of a Qualified Medical Child Support Order*

****HR should be notified of any life changing events within 30 days of the event in order to be compliance with the change associated with the event. You can do so by stopping by or calling the HR office, 535 Telfair Street, 4th floor, Augusta, Georgia or (706) 821-2303 between 8:30AM-5pm, Monday through Friday.***

9. As a retiree, what if my address has changed?

All retirees are encouraged to keep their address information updated with the HR department. If you need to make an address change, you can do so by stopping by the HR office, 535 Telfair Street, 4th floor, Augusta, Georgia between 8:30AM-5PM, Monday through Friday.

10. As a retiree, what happens after Retiree Open Enrollment?

The HR department's benefits team will review the changes, update those changes in our benefits system and forward the changes to the respective Pension Administrator (GMEBS/QPA) by March 15 for an April 1 effective date.

11. As a retiree, what happens to my unused compensatory and vacation hours?

Once your department has submitted the proper paperwork (RPA) to Human Resources, notification will be provided to the payroll department and then you will be paid for your unused compensatory and vacation hours. All final payouts are paid in the form of a live check and must be picked up in the Human Resources office with proper identification.

12. As a retiree, can I continue to use the Health and Wellness center?

The only retirees eligible to utilize the Health and Wellness center are those individuals who are on Augusta, GA's HMO/POS health plans. Employees 65 years or older enrolled in our Medicare Advantage plan are not eligible to utilize the Health and Wellness center.

13. What if I'm denied retirement benefits due to age or years of service, how do I appeal this decision?

- a. The potential retiree should contact the Human Resources department in writing within 90 days of the decision.*
- b. Appeal letter to should be addressed to: Augusta, Georgia Government, ATTN: Compensation and Benefits Manager, 535 Telfair Street, Suite 400, Augusta, Georgia 30901*
- c. Appeal process review should be concluded within 90 days of receipt in the Human Resources office.*

- d. Once a decision has been made, the Human Resources office shall contact you in writing within 30 days of the decision.

14. Can I keep my other benefits outside of my Health, Dental, Vision and Life Insurance?

Yes, retirees have the option to keep such benefits such as AFLAC and/or Optional Life insurance; however, as a retiree, you have to contact the vendor to make payments through direct billing.



AUTHORIZATION FOR INSURANCE DEDUCTIONS

Retiree's Name: _____ SSN: _____ - _____ - _____

Plan Name:

☐ City 45 ☐ City 49 ☐ County 45 ☐ County 77 ☐ GMEBS

Health Insurance Elections: _____ (Retiree Initials)

☐ Opt Out ☐ Plan I ☐ Plan II ☐ MetLife Dental ☐ Medicare Advantage

Coverage Level: _____ (Retiree Initials)

☐ Opt Out ☐ Retiree Only ☐ Retiree +1 Family ☐ Family

Cost:

Retiree Cost: Health Insurance \$ _____ MetLife Dental \$ _____

Employer Cost: Health Insurance \$ _____ MetLife Dental \$ _____

Vision Care Plan: _____ (Retiree Initials)

☐ Opt Out ☐ Low Option ☐ High Option Retiree Cost: EyeMed \$ _____

Life Insurance: _____ (Retiree Initials)

☐ Opt Out ☐ Opt In

Coverage: Retiree Cost: \$ _____ Insurance Amount: \$ _____

Beneficiary Name/Address/Phone: _____

() _____ - _____ _____

HR Benefits Representative: _____ Date: ____/____/____

Retiree Signature: _____ Date: ____/____/____

Karen Dixon
karend@qpainc.com
(706) 722-1208 (Fax)

Donna Jones
DJones@gmanet.com
(678) 686-6338 (Fax)

Augusta, Georgia Human Resources Department
535 Telfair Street, Suite 400
Augusta, Georgia 30901
(706) 821-2303 (Office) – (706) 821-2867 (FAX)



**Administrative Services Committee Meeting
4/10/2018 1:10 PM
Augusta Georgia Retirement Process**

Department:	Human Resources
Presenter:	Kenneth Perry, Compensation and Benefits Manager
Caption:	Presentation of the Augusta, Georgia Retirement Process.
Background:	N/A
Analysis:	N/A
Financial Impact:	N/A
Alternatives:	N/A
Recommendation:	N/A
Funds are Available in the Following Accounts:	N/A

REVIEWED AND APPROVED BY:



Administrative Services Committee Meeting
4/10/2018 1:10 PM
Personnel Retirement Briefing

Department:

Presenter: Commissioner Sammie Sias

Caption: Request Human Resources Department provide the following: **1) Detail** presentation on the retirement briefing and option that all employees are presented when they retire and **2) Evidence** that the Health Care Plan is offered to the employee that they must either accept or reject and **3) Evidence** from our Health Care Plan specifically authorizes the carry over after retirement up to the age of 65 when Medicare/Medicaid becomes effective and **4) Provide** commissioners all presentation information electronically.
(Requested by Commissioner Sammie Sias - deferred from March 13 Finance Committee)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

**Funds are Available
in the Following
Accounts:**

REVIEWED AND APPROVED BY:
