



Administrative Services Committee Commission Chamber- 9/12/2011- 1:10 PM
Meeting

ADMINISTRATIVE SERVICES

1. Discuss/approve the solicitation of a RFP from professional human resources firms for an independent audit and assessment/efficiency study of Augusta Richmond County Government in accordance with the Commission's action on August 2, 2011. (Referred from September 6 Commission meeting) ☐ [Attachments](#)

2. Review Housing and Community Development Activities for the past six months and discuss planned activities for the upcoming six months; provide update on efforts to obtain HUD and/or other grant monies to remove blighted structures. (Requested by Commissioner Bill Lockett) (Referred from August 29 Administrative Services Committee) ☐ [Attachments](#)

3. An Ordinance to amend the Augusta, GA Code Title One Chapter Seven Article Four Section 1-7-51 relating to the adoption of Personnel Policies and Procedures of Augusta, Georgia; to repeal all Code Sections and Ordinances and parts of Code Sections and Ordinances in conflict herewith; to provide an effective date and for other purposes. ☐ [Attachments](#)

4. Implement a policy to have department directors to contact and discuss proposed agenda items with commissioners prior to placing on the agenda. (Requested by Commissioner Guilfoyle) ☐ [Attachments](#)

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**Administrative Services Committee Meeting
9/12/2011 1:10 PM
Audit and Assessment/Efficiency Study**

Department: Clerk of Commission

Caption: Discuss/approve the solicitation of a RFP from professional human resources firms for an independent audit and assessment/efficiency study of Augusta Richmond County Government in accordance with the Commission's action on August 2, 2011. (Referred from September 6 Commission meeting)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:



**Administrative Services Committee Meeting
9/12/2011 1:10 PM
Housing and Economic Development**

Department:

Caption: Review Housing and Community Development Activities for the past six months and discuss planned activities for the upcoming six months; provide update on efforts to obtain HUD and/or other grant monies to remove blighted structures. (Requested by Commissioner Bill Lockett) (Referred from August 29 Administrative Services Committee)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:



**Administrative Services Committee Meeting
9/12/2011 1:10 PM
Motion to Amend Personnel Policy and Procedures Manual**

Department: Human Resources

Caption: An Ordinance to amend the Augusta, GA Code Title One Chapter Seven Article Four Section 1-7-51 relating to the adoption of Personnel Policies and Procedures of Augusta, Georgia; to repeal all Code Sections and Ordinances and parts of Code Sections and Ordinances in conflict herewith; to provide an effective date and for other purposes.

Background: The PPPM was initially passed on March 1, 2011 and went into effect on April 1, 2011. Since its effective date, certain revisions to the PPPM have become apparent as a result of the application of certain sections. In addition to these needed revisions, the Commission voted on June 21, 2011 to delete the "exclusive" from the Administrator's authority. Lastly, there are several policy issues that HR needs clarification on how to proceed if the will of the Commission is to revise them. Those policy issues are: the nepotism policy; the Administrator's authority regarding pay adjustments; severance policy; and termination appeals process. Attached is a spreadsheet of the changes that have been made due to application of the sections. A full Exhibit A will be created once HR receives direction on the policy issues.

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

Finance.

Law.

Administrator.

Clerk of Commission

ORDINANCE NO. _____

AN ORDINANCE TO AMEND THE AUGUSTA, GA CODE TITLE ONE CHAPTER SEVEN ARTICLE FOUR SECTION 1-7-51 RELATING TO THE ADOPTION OF PERSONNEL POLICIES AND PROCEDURES OF AUGUSTA, GEORGIA; TO REPEAL ALL CODE SECTIONS AND ORDINANCES AND PARTS OF CODE SECTIONS AND ORDINANCES IN CONFLICT HERewith; TO PROVIDE AN EFFECTIVE DATE AND FOR OTHER PURPOSES.

WHEREAS, on June 21, 2011, the Augusta Georgia Commission approved removing the word “exclusive” from the Administrator’s duties;

WHEREAS, on August 16, 2011, the Augusta, Georgia Commission instructed that certain substantive revisions related to application of the sections be made to the Personnel Policy and Procedures Manual; and

WHEREAS, Augusta, Georgia desires to update and amend the Personnel Policy and Procedures Manual as related to the duties of the Administrator and application of the sections to be consistent with the aforementioned instructions.

THE AUGUSTA, GEORGIA COMMISSION, ordains as follows:

SECTION 1. Appendix B to the Augusta Georgia Code as incorporated in AUGUSTA, GA. CODE Section 1-7-51, also known as the Augusta, Georgia Personnel Policy and Procedures Manual, is hereby amended by striking the version passed on March 1, 2011 in its entirety and replacing it with the version attached hereto as Exhibit A.

SECTION 2. This ordinance shall become effective on the first day of the first month following adoption in accordance with AUGUSTA, GA. CODE Section 1-7-51.

SECTION 3. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Adopted this _____ day of _____, 2011.

David S. Copenhaver
As its Mayor

Attest:

Lena J. Bonner, Clerk of Commission

Seal:

CERTIFICATION

The undersigned Clerk of Commission, Lena J. Bonner, hereby certifies that the foregoing Ordinance was duly adopted by the Augusta-Richmond County Commission on _____, 2011 and that such Ordinance has not been modified or rescinded as of the date hereof and the undersigned further certifies that attached hereto is a true copy of the Ordinance which was approved and adopted in the foregoing meeting(s).

Lena J. Bonner, Clerk of Commission

Published in the Augusta Chronicle.

Date: _____

First Reading:

Second Reading:

EXHIBIT A

Personnel Policy and Procedures Manual Revisions – August 23, 2011

Reference	Old Item	Revision	Effect
Introduction (Page 11)	Department Directors are at-will employees. The Administrator shall have the exclusive right to recommend appointment and discharge of Department Directors to the Commission and the Commission shall, at its sole discretion, approve or deny such recommendation. The Administrator, Clerk of Commission, DBE Federal Program Director, the Equal Opportunity Director, and General Counsel shall be appointed and discharged directly by the Augusta, Georgia Commission.	Department Directors are at-will employees. The Administrator shall have the right to recommend appointment and discharge of Department Directors to the Commission and the Commission shall, at its sole discretion, approve or deny such recommendation. The Administrator, Clerk of Commission, <u>Director of Equal Employment Opportunity and Minority and Small Business Opportunities</u> , and General Counsel shall be appointed and discharged directly by the Augusta, Georgia Commission.	Deleted “exclusive” and modify titles to be consistent with Consolidation Act and Charter
Chapter 1 Section 100.001 (Page 17)	Employees, who leave Augusta, Georgia and are then rehired within one year, will be eligible to count past years of service when applying this policy, provided they gave appropriate notification of resignation and worked out their notice. Persons rehired after one year has passed will be treated as a newly hired employee with no credit for previously worked time.	Employees, who leave employment with Augusta, Georgia <u>while in good standing</u> and are then rehired within one year, <u>may have their accrued sick leave returned and rate of annual leave accruals reinstated</u> , provided they gave appropriate notification of resignation and worked out their notice. Persons rehired after one year has passed will be treated as a newly hired employee with no credit for previously worked time. <u>Probationary employees have no rehire/reinstatement rights.</u>	Clarifies that sick leave and leave accruals will be returned to employees who are rehired within one year of discharge so long as they left in good standing and provided proper notice
Chapter 1 Section 100.007 (page 17)	Leave accrual based on month	Leave accrual based on pay period	Same amount of leave is accrued but simpler formula for application
Chapter 1 Section 100.008 (Page 18)	All vacation for fire suppression personnel will be taken between January 1 and December 20 of each year. All vacations and personal use of Annual Leave must be scheduled by December 31 st of the previous year.	<u>Annual Leave</u> for fire suppression personnel may be taken between January 1 and December <u>31</u> of each year. All vacations and personal use of Annual Leave must be scheduled by December <u>20th</u> of the previous year.	Allows annual leave to be used throughout the year so long as it is scheduled by December 20 of the prior year (as requested by AFD)

Chapter 1 Section 100.012 (Page 19)	When an employee is separated from Augusta, Georgia, such employee shall be paid for all accrued unused AL unless he/she fails to give proper notice of resignation or has failed to complete twelve (12) months of continuous service excluding periods of LWOP.	When an employee is separated from Augusta, Georgia, such employee shall be paid for all accrued unused AL unless he/she has failed to complete twelve (12) months of continuous service excluding periods of LWOP.	Removed requirement of providing notice to be paid for accrued vacation leave upon separation
Chapter 1 Section 100.016 (Page 20)	The maximum allowable sick leave that may be accrued and carried into the next calendar year for all employees is nine hundred and ninety (990) hours, other than for Firefighters.	The maximum allowable sick leave that may be accrued and carried into the next calendar year for all employees is nine hundred and ninety (990) hours, other than for <u>shift workers (8 hour shifts), whose maximum is 1056 hours,</u> and Firefighters, <u>whose maximum is explained in Section 100.008.</u>	Increases maximum allowable sick leave for employees who remained on 8 hour shifts in order to provide consistent amount of time off
Chapter 1 Section 100.017 (Page 20)	Employees will not be paid for unused SL. Provided, however, that employees who are retiring and would be eligible for retirement under the then governing retirement plan may be paid for up to half of their accrued SL leave at retirement or may convert unused SL leave toward retirement credit, not to exceed six (6) months.	Employees will not be paid for unused SL. Provided, however, that employees who are retiring under the then governing <u>defined contribution</u> retirement plan may be paid for up to half of their accrued SL leave at retirement. <u>Employees who are retiring under the then governing defined benefit retirement plan</u> may convert unused SL leave toward retirement credit, not to exceed six (6) months.	Clarifies that option for sick leave at retirement is governed by the retirement plan that the employee is enrolled in as required by law
Chapter 1 Section 100.026 (Page 24)	Augusta, Georgia provides military leave to employees in accordance with the Uniformed Services Employment and Re-employment Rights Act of 1994 (USERRA) and Georgia law.	Augusta, Georgia provides military leave to employees in accordance with the Uniformed Services Employment and Re-employment Rights Act of 1994 (USERRA) and Georgia law. <u>In accordance with Georgia law, Augusta, Georgia provides a maximum of eighteen (18) days or one hundred forty-four (144) hours of paid leave per year for military duty as defined in O.C.G.A. §38-2-279.</u>	Clarifies that first 18 days of military leave per year are paid in accordance with Georgia law

Chapter 2 Section 200.019 Page 49	The EEO Policy shall override any internal departmental policies and procedures in relation to EEO issues or complaints.	The EEO Policy shall override any internal departmental policies and procedures, <u>except for elected officials' and independent boards' and authorities' standard operating procedures</u> , in relation to EEO issues or complaints.	Allows elected officials and independent boards and authorities to maintain their internal investigatory regimes if they so choose
Chapter 3 Section 300.014 (Page 61)	Personnel Board Appeal Procedures 1-6	<u>5. If an employee has a conflict which will not allow the employee to attend the open hearing and needs to reschedule the date of the open hearing concerning their employment to the next regularly scheduled meeting of the Personnel Board, the employee must provide at least forty-eight (48) hours notice of the need to reschedule and must provide written verification of the conflict to the Director of Human Resources at least twenty-four (24) hours before the scheduled open hearing. Failure to provide adequate notice or written verification of a conflict will result in the open hearing to proceed as scheduled. If an employee fails to attend the scheduled open hearing, the employee's appeal will be denied and the decision of the Human Resources Director will be upheld.</u>	Insert new #5 (making this section 1-7) which provides a procedure to reschedule their open hearing when they have a verifiable conflict and provides a consequence if an employee fails to attend scheduled open hearing
Chapter 3 Disciplinary Action Guidelines (Pp. 74-78)	None	Insert Reference Numbers for Violations for citations purposes	Provide easy form of citing violations of disciplinary policy

Chapter 4 Section 400.010 (Page 83)	(All degrees, licenses, certifications, etc., <u>eligibility must be approved by the Department Director and the HR Director prior to the employee beginning the degree, licenses, certifications, etc., for any reimbursement to be authorized for payment. Authorization for payment is subject to funds availability.</u>)	(All degrees, licenses, certifications, etc., <u>eligibility must be approved by the Department Director and the HR Director prior to the employee beginning the degree, licenses, certifications, etc., for any reimbursement to be authorized for payment. Authorization for payment is subject to funds availability.</u> <u>Payments for degrees, licenses, and certifications obtained or begun prior to implementation of this policy or prior to obtaining approval shall not be allowed.</u>)	Clarifies that compensation will not be provided for degrees, certification, or licenses earned prior to implementation of the policy
Chapter 5 Section 500.106 (Page 92)	When it is asserted, by a Department Director or Elected Official other than Commissioners, that an employee's salary requires adjustment, the Department Director or Elected Official shall provide justification to adjust employee's base salary due to one of the following situations: 1. Pay adjustments as determined by the HR Director to the Administrator. 2. Pay inconsistency as determined by the HR Director to the Administrator. 3. Employee retention purposes to the Administrator.	When it is asserted, by a Department Director or Elected Official other than Commissioners, that an employee's salary requires adjustment, the Department Director or Elected Official shall provide justification to adjust employee's base salary. Salaries may be adjusted as follows: 1. Pay adjustments <u>due to significant change in job duties up to five (5%) percent</u> as determined by the HR Director and approved by the Administrator; 2. Pay <u>inequities up to fifteen (15%) percent</u> as determined by the HR Director and approved by the Administrator; and 3. Employee retention purposes <u>up to fifteen (15%) percent</u> as determined by the HR Director and approved by the Administrator.	Clarified circumstances under which exceptional circumstance adjustments can be made

Chapter 5 Section 500.108 (Page 93)	<u>The Human Resources Director should be consulted by Department Directors prior to making any salary offers or pay decisions.</u> Department Directors and Supervisors will be held accountable if they create internal inequity in their department.	Department Directors and Supervisors will be held accountable if they create internal inequity in their department.	Delete first sentence because all salary offers are required to come from Human Resources
Chapter 5 Section 500.115 (Page 94)	For the purposes of determining leave accrual, service awards, and any other program based upon length of service as eligibility criteria, a re-hired employee who previously terminated their employment (for any reason other than retirement) within one year of termination, shall receive prior service credit for their previous full-time tenure with either Richmond County, the City of Augusta or Augusta, Georgia and given an adjusted hire date to be calculated by the Human Resources Department.	For the purposes of determining leave accrual, service awards, and any other program based upon length of service as eligibility criteria, an employee, <u>who left employment with Augusta, Georgia while in good standing and was rehired within one year,</u> shall receive prior service credit for their previous full-time tenure with either Richmond County, the City of Augusta or Augusta, Georgia and given an adjusted hire date to be calculated by the Human Resources Department, <u>provided they gave appropriate notification of resignation and worked throughout their notice period . Persons rehired after one year has passed will be treated as a newly hired employee with no credit for previously worked time.</u>	Revised to make consistent with Section 100.001
Chapter 5 Section 500.115 (Page 94)	Augusta, Georgia recognizes the valuable service provided by long-tenured employees and provides a retirement program for employees who have reached the end of their Augusta, Georgia career. As such, it is Augusta, Georgia's policy that employees who have achieved retirement status will not be reemployed in a regular <u>or full-time</u> status. A retired employee may be hired back into a temporary part-time position only. If the former employee has received a retirement incentive upon retirement, they are not eligible to be rehired for twenty-four (24) months after their retirement date.	Augusta, Georgia recognizes the valuable service provided by long-tenured employees and provides a retirement program for employees who have reached the end of their Augusta, Georgia career. As such, it is Augusta, Georgia's policy that employees who have achieved retirement status will not be reemployed in a regular status. A retired employee may be hired back into a temporary part-time position only. If the former employee has received a retirement incentive upon retirement, they are not eligible to be rehired for twenty-four (24) months after their retirement date.	Deleted "or full-time" in order to allow retirees to be hired in a full-time capacity so long as it is not in a regular capacity

Chapter 5 Section 500.117 (Page 95)	An employee may transfer to another department or office after six (6) months in current position and in the same classification and such transfer shall not change the employee's pay rate or the date for consideration for a pay for performance increase.	An employee may transfer to another department or office after six (6) months in current position and in the same classification and such transfer shall not change the employee's pay rate or the date for consideration for a pay for <u>any pay step increase.</u>	Replaced “performance increase” with “pay step increase” to be consistent with other language in PPPM
Chapter 5 Section 500.119 (Page 95)	When an employee included in a structured pay plan is promoted, the employee’s salary will increase to up to ten percent (10%) above the minimum of the new grade or increase up to fifteen percent (15%) above the employee’s current salary, whichever is less.	When an employee included in a structured pay plan is promoted, the employee’s salary will increase ten percent (10%) above the minimum of the new grade or increase fifteen percent (15%) above the employee’s current salary, <u>whichever is greater, except that such salary shall not exceed the maximum of the pay grade for the promoted position.</u>	Replace “less” with “greater” to reflect original intent of section
Chapter 5 Section 500.120 (Page 95)	If a reclassification results in an employee occupying a position of higher class and pay, the employee shall be promoted to the higher class. In cases where promotion occurs as a result of a reclassification, the employee's salary will increase at least to the minimum salary of the new pay grade. If an employee is reclassified one (1) grade higher, the increase will be at least the minimum salary of the new pay grade or up to five percent (5%) more than the previous salary. If the reclassification results in two (2) or three (3) grade increases, the employee shall receive at least the minimum salary of the higher class or up to ten percent (10%) more than the previous salary. If the reclassification is four (4) or more grades higher, the employee shall receive at least the minimum salary of the new pay grade or up to fifteen percent (15%) more than the previous salary. <u>When an employee included in a structured pay plan is reclassified, the employee’s salary will increase at least to the minimum salary of the new grade.</u>	If a reclassification results in an employee occupying a position of higher class and pay, the employee shall be promoted to the higher class. In cases where promotion occurs as a result of a reclassification, the employee's salary will increase at least to the minimum salary of the new pay grade. If an employee is reclassified one (1) grade higher, the increase will be at least the minimum salary of the new pay grade or up to five percent (5%) more than the previous salary. If the reclassification results in two (2) or three (3) grade increases, the employee shall receive at least the minimum salary of the higher class or up to ten percent (10%) more than the previous salary. If the reclassification is four (4) or more grades higher, the employee shall receive at least the minimum salary of the new pay grade or up to fifteen percent (15%) more than the previous salary.	Deleted unnecessary language

Chapter 5 Section 500.121 (Page 95)	The Department Director or Elected Official will decide the amount of the promotional increase within the standards stated in this policy. Promotional increases are not to exceed the maximum of the range. <u>If an employee is promoted and their salary is over the maximum of the range, the employee's salary will remain red-circled until their salary falls back within the range. Employees that do not receive a promotional increase because they are over the maximum of their new pay grade shall receive the promotional increase as a lump sum, one-time payment only.</u>	The Department Director or Elected Official will decide the amount of the promotional increase within the standards stated in this policy. Promotional increases are not to exceed the maximum of the range.	Deleted unnecessary language
Chapter 5 Section 500.122 (Page 96)	The rate of pay for an employee that is demoted for disciplinary reasons shall be reduced up to ten percent (10%) for up to three (3) grades demotion or to the rate applicable to the new position as determined by the Department Director or Elected Official and approved by the Human Resources Director. A demotion of four (4) grades or more shall result in a reduction in salary up to fifteen percent (15%).	The rate of pay for an employee that is demoted for disciplinary reasons shall be reduced up to ten percent (10%) for up to three (3) grades demotion or to the rate applicable to the new position as determined by the Department Director or Elected Official and approved by the Human Resources Director. A demotion of four (4) grades or more shall result in a reduction in salary up to fifteen percent (15%) <u>or to the rate applicable to the new position as determined by the Department Director or Elected Official and approved by the Human Resources Director.</u>	Add pertinent language to make consistent with both levels of demotion

Chapter 5 Section 500.124 (Pp. 96-97)	<u>When an employee is demoted to a minimum of five percent (5%) pay cut in the new position, the employee shall be paid at a rate which is within the approved range for the lower position.</u> <u>The rate of pay for an employee not included in a structured pay plan who is voluntarily demoted shall have their rate of pay reduced up to ten percent (10%) for up to three (3) grades demotion, or to the rate applicable to the new position as determined by the Department Director or Elected Official and approved by the Human Resources Director. A demotion of four (4) grades or more shall result in a reduction in salary up to fifteen percent (15%).</u> <u>The rate of pay for an employee in a structured pay plan who voluntarily demotes shall have their rate of pay reduced to the salary of the respective within the new grade.</u> Employees who voluntarily demote <u>outside of a structured pay plan</u> shall have their rate of pay reduced up to five percent (5%) for one (1) grade and up to ten percent (10%) for a two (2) or three (3) grade demotion, or to the rate applicable to the new position as determined by the Department Director or Elected Official and approved by the Human Resources Director. A demotion of four (4) grades or more shall result in a reduction in salary up to fifteen percent (15%).	Employees who voluntarily demote shall have their rate of pay reduced up to five percent (5%) for one (1) grade and up to ten percent (10%) for a two (2) or three (3) grade demotion or to the rate applicable to the new position as determined by the Department Director or Elected Official and approved by the Human Resources Director. A demotion of four (4) grades or more shall result in a reduction in salary up to fifteen percent (15%) or to the rate applicable to the new position as determined by the Department Director or Elected Official and approved by the Human Resources Director.	Deleted unnecessary, redundant language
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Chapter 5 Section 500.135 (Page 99)	Employees will be moved to the entry level pay of the job grade of the vacant position or the employee will receive a fifteen percent (15%) increase, whichever is less. The Administrator may approve additional increase of up to fifteen per cent (15%) if funds are available.	Employees will be moved to the entry level pay of the job grade of the vacant position or the employee will receive a fifteen percent (15%) increase, whichever is greater . The Administrator may approve additional increase of up to fifteen per cent (15%) if funds are available.	Replace “less” with “greater” to reflect original intent of section
Chapter 5 Section 500.301 (Pp. 107-108)	Augusta, Georgia’s Compensation Policies and Procedures Manual was developed and implemented to provide administrative guidance for compliance with the Fair Labor Standards Act of 1938 as amended and Title VII of the Civil Rights Act, as amended.	Augusta, Georgia’s Compensation Policies and Procedures Manual was developed and implemented to provide administrative guidance for compliance with the Fair Labor Standards Act of 1938 as amended and Title VII of the Civil Rights Act, as amended. <u>Notwithstanding any other provisions herein, all salary adjustments/pay increases, leave payouts, and other benefits provided for in this Manual are subject to available funding in the pertinent fiscal year at the sole discretion of the Augusta, Georgia Commission.</u>	Added disclaimer language
Chapter 5 Section 500.306 (Page 108)	Green Circle Rate is the rate of pay that is less than the minimum established rate for that pay grade. An employee paid under this circumstance will be eligible for increases that will bring that person’s salary up to the minimum of the salary range depending on availability of funds. The Human Resources Director and the Administrator may make the adjustment as deemed necessary.	Green Circle Rate is the rate of pay that is less than the minimum established rate for that pay grade. An employee paid under this circumstance will be eligible for <u>adjustments</u> that will bring that person’s salary up to the minimum of the salary range depending on availability of funds. The Human Resources Director and the Administrator may make the adjustment as deemed necessary.	Replace “increases” with “adjustments”

Chapter 5 Section 500.308 (Page 111)	The SES Group I – covers a wide spectrum of executive level jobs involving managing managers and professional staff on a daily basis, as well as leading and directing daily operational type work to subordinates. The SES Group III – covers employees who actively participate in developing organization policy and report directly to elected official(s), Commission, or Board. They advise the Elected Officials(s), Commission, or Board on strategy.	The SES Group I – covers a wide spectrum of executive level jobs involving <u>a high level of professional expertise</u> or managing managers and professional staff on a daily basis, as well as leading and directing daily operational type work to subordinates. They also may manage their department’s budget. <u>SES Group I also includes employees who actively participate in developing organization policy for Elected Officials or Independent Boards or Authorities and report directly to the Elected Official or Independent Board or Authority.</u> Jobs in this category contribute largely through the use of their level of professional expertise. The SES Group III – covers employees who actively participate in developing organization policy and report directly to the Commission or <u>Administrator</u>. They advise the Commission or <u>Administrator</u> on strategy.	Cleans up SES language
Chapter 5 Section 500.308 (Page 112)	SES Chart	See Revised SES Chart	Modifies SES members to be consistent with reorganization and elected official opt-ins
Chapter 7 (Page 122)	None	<u>Note: this Chapter contains minimum requirements only. Department Directors may institute dress and appearance requirements that are stricter or more restrictive for their respective departments.</u>	Add specific disclaimer that Department Directors
Chapter 7 Section 700.002 (Page 122)	Dresses and skirts must reach at least 3 inches in length above the knee.	Dresses and skirts must reach <u>within</u> 3 inches in length above the knee <u>or longer</u> .	Clarify skirt and dress length requirement

Chapter 7 Section 700.003 (Page 122)	The following departments are required to wear uniforms: • Public Safety • Utilities • <u>Public Works</u> • <u>Transit</u> • <u>Trees and Landscape</u> • Recreation • Engineering Services	The following departments are required to wear uniforms: • Public Safety • Utilities • <u>Environmental Services</u> • Recreation • Engineering Services	Modify to reflect reorganization and outsourcing
Chapter 8 Section 800.004 (Page 127)	The Human Resources Director shall have responsibility for the implementation and administration of the Position Management Program.	The Human Resources Director <u>or his/her designee</u> shall have responsibility for the implementation and administration of the Position Management Program.	Allows for delegation of authority
Chapter 8 Section 800.005 (Page 127)	None	<u>To be eligible to apply for a posted position, an employee must have performed competently for at least six (6) months in his/her current position. Employees who have received a written warning, disciplinary probation, or suspension in the last twelve (12) months are not eligible to apply for posted positions. Eligible employees should only apply for and will only be considered for posted positions for which they possess the required skills, competencies, and qualifications.</u>	Make consistent with Section 800.006

Chapter 8 Section 800.006 (Page 128)	To be eligible to apply for a posted job, employees must have performed competently for at least six (6) months in their current position. Employees who have received a written warning in the last twelve (12) months or are on a disciplinary probation or suspension are not eligible to apply for posted jobs. Eligible employees can only apply for those posted jobs for which they possess the required skills, competencies, and qualifications.	To be eligible to apply for a posted position, an employee must have performed competently for at least six (6) months in his/her current position. Employees who have received a written warning, disciplinary probation, or suspension in the last twelve (12) months are not eligible to apply for posted positions. Eligible employees should only apply for and will only be considered for those posted jobs for which they possess the required skills, competencies, and qualifications.	Clarified language
Chapter 8 Section 800.007 (Page 128)	Reassignments or voluntary transfers at the same or lower grade level. Selecting officials may consider applicants for vacancies who are willing to accept vacancies at any time.	Reassignments, <u>reinstatements</u> , or voluntary transfers at the same or lower grade level. Selecting officials may consider applicants for vacancies who are willing to accept vacancies at any time.	Include reinstatements in exclusion to competitive process
Chapter 8 Section 800.008 (Page 129)	The Human Resources Department shall provide the methods and means by which interested parties and current employees may apply for positions under recruitment. This process includes the use of automated employment system (NEOGOV) which allows applicants an opportunity to accurately reflect their education, training, previous work experience, knowledge, skills and abilities. The Human Resources Department will administer the process. Manual or hand written applications will not be accepted.	The Human Resources Department shall provide the methods and means by which interested parties and current employees may apply for positions under recruitment. This process includes the use of automated employment system (such as NEOGOV) which allows applicants an opportunity to accurately reflect their education, training, previous work experience, knowledge, skills and abilities. The Human Resources Department will administer the process. <u>Applications and resumes will only be accepted through the Human Resources Department's official electronic employment system (such as NeoGov), which allows for supplemental electronic attachments by a candidate.</u> Manual, hand written, <u>or e-mailed</u> applications <u>or resumes</u> will not be accepted.	Clarified and makes consistent with rest of section that hand-delivered or mailed applications or resumes will not be accepted. Include e-mails and resumes

Chapter 8 Section 800.011 (Page 132)	6. The applicant must sign a waiver and acknowledge that they are not afraid of heights to participate in this exam. 15. Certification - Firefighter must receive the Intermediate EMT certification within 12 months of hire.	6. The applicant must sign a <u>fitness acknowledgement and certification</u> that they <u>possess the physical and mental attributes necessary to perform the tasks required</u> to participate in this exam. <u>Driving Privileges – Firefighters must maintain a valid Georgia driver’s license or will be subject to discipline, up to and including discharge, in accordance with the Fire Department’s policies and procedures. Notwithstanding the limitations in Section 1000.102 herein, Fire Fighters may drive Fire Department vehicles with appropriate supervisor approval.</u> Certification - Firefighter must receive the Intermediate EMT certification within 12 months of hire.	Revised to reflect the language on the fitness acknowledgement and certification Includes requirement of valid driver’s license throughout employment in accordance with FD policies and procedures
Chapter 8 Section 800.011 (Page 132)	These exams are conducted to meet the NFPA 1582 standard. This standard can be read in detail at the following internet site, www.nfpa.org .	These exams are conducted to meet the NFPA 1582 standard. This standard <u>is to be available for review at the Fire Department Administration building.</u>	Website is password protected so needed to make alternative availability
Chapter 8 Section 800.013 (Page 134)	The employment interview is part of the selection process. The primary function of the interview is to obtain data or to assess certain knowledge, skills, and abilities of a candidate not available through review of applications.	The employment interview is part of the selection process. The primary function of the interview is to obtain data or to assess certain knowledge, skills, and abilities of a candidate not available through review of applications. <u>For basically qualified applicants from the same department as the posted position, interviews may be waived with prior approval by the Employment Manager in very limited circumstances.</u>	Allows waiver of the interview process if the applicant is from the same department as the posted position in very limited circumstances, such as the only applicant.
Chapter 8 Section 800.014 (Page 135)	Refer to Compensation Manual for salary offers that exceed (10) percent of the minimum salary range or up to (15) percent above current salary for promotions, whichever is less.	Refer to <u>Section 500.119</u> for salary offers that exceed ten (10) percent of the minimum salary range or up to fifteen (15) percent above current salary for promotions, whichever is <u>greater.</u>	Make consistent with Section 500.119

Chapter 8 Section 800.016 (Page 137)	The following minimum sanctions are to be imposed on applicants when the position applied for requires the operation of an Augusta, Georgia vehicle - Disqualification if the applicant has convicted of a DUI in the past seven (7) years; and Disqualification if the applicant has accrued more than ten (10) points on their license within the past seven (7) years.	The following minimum sanctions are to be imposed on applicants when the position applied for requires the operation of an Augusta, Georgia vehicle - Disqualification if the applicant <u>scores 7 or more points on the Risk Management MVR Review Form (See Form RM-MVR-RF after Chapter 11 herein).</u>	Properly updates criteria and provides cross-reference
Chapter 8 Section 800.021 (Page 142)	The Human Resources Department tracks orientation attendance. Departments will be notified by a memorandum from the HR Director if employees fail to complete the orientation in the time frame indicated.	The Human Resources Department tracks orientation attendance. Departments will be notified by a memorandum from the HR Director <u>or his/her designee</u> if employees fail to complete the orientation in the time frame indicated.	Allows delegation
Chapter 8 Section 800.027 (Page 146)	Order of Layoff - Should it become necessary to reduce the number of employees within a given class in any department, such employees shall be laid off on the basis of the following three factors to be weighted equally - length of service in class, length of service with the government, and performance evaluations for the last three years.	Order of Layoff - Should it become necessary to reduce the number of employees within a given class in any department, such employees shall be laid off on the basis of the following three factors to be weighted equally - length of service in class, length of service with the government, and performance evaluations for the last three years – <u>as these factors are defined and accounted for in the Standard Operating Procedure for Reduction in Force Selection for Employees within a given class in any department (a copy of this SOP is available for review in the Human Resources Department).</u>	Clarifies factors and provides access to employees for review

Chapter 8 Section 800.033 (Page 149)	It is the policy of Augusta, Georgia to provide employees with a work environment that is both safe and healthy.	It is the policy of Augusta, Georgia to provide employees with a work environment that is both safe and healthy. <u>All employees that smoke are encouraged to contact the Human Resources Department for information about an ADA approved Smoking Cessation Program. Employees that smoke or who have dependants who smoke may be charged a higher premium for health insurance.</u>	Allows a higher premium to be charged to smokers and provides information to obtain access to an ADA approved smoking cessation program
Chapter 8 Section 800.037 (Page 152)	If an appropriate accommodation cannot be made, other options (for example, placing the employee of leave or termination of employment) may be considered and will be communicated to the employee by Human Resources.	If an appropriate accommodation cannot be made, other options (for example, placing the employee <u>on</u> leave or termination of employment) may be considered and will be communicated to the employee by Human Resources.	Correct Scribner's error
Chapter 8 Section 800.038 (Page 153)		<u>If Human Resources deems it necessary, the employee may be required to obtain a second opinion from another independent, third-party licensed health care professional chosen by Human Resources.</u>	Inserted new #6

Chapter 8 Section 800.040 (Page 155)	While applicants to positions under the jurisdiction of Augusta, Georgia elected officials and employees of Augusta, Georgia elected officials are not specifically covered under this Manual, unless such elected official has opted into the Manual on the Election Form by an Elected Official contained herein, they are covered by any applicable federal and state laws, including those governing equal opportunity and non-discrimination. If any applicant or employee of an Augusta, Georgia elected official desires to determine whether a particular elected official has opted into this Manual, they may do so by contacting the Augusta, Georgia Human Resources Department.	While applicants to positions under the jurisdiction of Augusta, Georgia elected officials, <u>independent boards and authorities</u> and employees of Augusta, Georgia elected officials <u>and independent boards and authorities</u> are not specifically covered under this Manual, unless such elected official <u>or independent board or authority</u> has opted into the Manual on the Election Form contained herein, they are covered by any applicable federal and state laws, including those governing equal opportunity and non-discrimination. If any applicant or employee of an Augusta, Georgia elected official <u>or independent board or authority</u> desires to determine whether a particular elected official <u>or independent board or authority</u> has opted into this Manual, they may do so by contacting the Augusta, Georgia Human Resources Department. <u>In cases where an elected official or independent board or authority has opted to have its employees covered by this Manual, all references in the Manual to the Administrator shall refer to the elected official or governing body of the independent board or authority or his/her/its designee (except in matters that for consistency purposes must remain the Administrator – i.e. annual leave buy-back). The elected official or independent board or authority may also have office specific policies or standard operating procedures (“SOPs”) which also govern the employment of the employees of the elected official or independent board or authority. For any matter in which the office specific policy or SOPs are more specific, detailed, or restrictive than the Manual, the terms of the office specific policy or SOPs will apply.</u>	Clarifies that elected officials can have more specific or restrictive policies which govern their office
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Chapter 10 Section 1000.008 (Page 186)	See also Section F of this Chapter	See also Sections 1000.501-1000.503 of this Chapter	Update cross-reference
Chapter 10 Section 1000.009 (Page 186)	See also Section E of this Chapter	See also Sections 1000.401-1000.411 of this Chapter	Update cross-reference
Chapter 10 Section 1000.502 (Pp. 209-210)	A. Chairperson - Director, Finance Department (Votes to break tie votes) B. Co-chairperson - Risk Management Manager (Nonvoting Member) C. Chief Deputy of Administration - Sheriff's Department (Member) D. Battalion chief or higher- Fire Department (Member) E. Warden - RCCI (Member) F. Assistant Director Public Works (Member) G. Superintendent - Utilities (Member) H. Director of Recreation (Member) I. Workers' Compensation Coordinator (serves as Secretary - Nonvoting)	A. Chairperson - Director, Finance Department (Votes to break tie votes) B. Co-chairperson - Risk Management Manager (Nonvoting Member) C. Chief Deputy of Administration - Sheriff's Department (Member) D. Battalion chief or higher- Fire Department (Member) <u>E. Deputy Administrator of Operations (Member)</u> <u>F. Director of Engineering or Assistant Director of Traffic Engineering (Member)</u> <u>G. Director or Assistant Director - Environmental Services (Member)</u> H. Director <u>or Assistant Director</u> - Utilities Department(Member) I. Director <u>or Assistant Director</u> - Recreation, Parks & Facilities Department (Member) J. Workers' Compensation Coordinator (serves as Secretary - Nonvoting)	Modified to fit reorganization

Chapter 11 Section 1100.307 (Page 220)	TO ESTABLISH COMMON WRITTEN POLICY AMONG DEPARTMENTS - Employees must exercise due care with small and/or portable equipment assigned for their use, i.e. power tools, two-way radios, laptop computers, GPS handheld devices, cameras, cell phones, pagers, etc. When equipment of a portable nature is issued/assigned to an employee and that equipment is lost, damaged, destroyed or stolen (not recovered) the employee will be expected to pay the replacement cost of such property.	TO ESTABLISH COMMON WRITTEN POLICY AMONG DEPARTMENTS - Employees must exercise due care with small and/or portable equipment assigned for their use, i.e. power tools, two-way radios, laptop computers, GPS handheld devices, cameras, cell phones, pagers, etc. When equipment of a portable nature is issued/assigned to an employee and that equipment is lost, damaged, destroyed or stolen (not recovered), <u>in a non-emergency situation,</u> the employee will be expected to pay the replacement cost of such property.	Clarify that employee is not responsible for damage to property if occurred during an emergency situation such as a fire
Definitions (Page 254)	None	<u>At-will Employee – An employee that can be discharged at any time with or without cause and does not have any appeal rights under the disciplinary policies and procedures.</u>	Add definition for at-will employee
Definitions (Page 262)	None	<u>Non-classified Employee – An employee (usually of an elected official or independent board or authority) who holds a position that is not covered by the Augusta, Georgia Classified Service.</u>	Add definition for non-classified employee



**Administrative Services Committee Meeting
9/12/2011 1:10 PM
Proposed Agenda Items**

Department: Clerk of Commission

Caption: Implement a policy to have department directors to contact and discuss proposed agenda items with commissioners prior to placing on the agenda. (Requested by Commissioner Guilfoyle)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:
