



Administrative Services Committee Committee Room- 12/10/2007- 1:00 PM Meeting

ADMINISTRATIVE SERVICES

1. Approve Disability Retirement of Mr. William Dixon ☐ [Attachments](#)
under the 1977 Pension Plan.
2. Consider a request from Leadership Augusta to construct ☐ [Attachments](#)
a bronze plaque at Riverwalk honoring Charles Devaney
for his leadership and vision.
3. Motion to approve modification of the current employee ☐ [Attachments](#)
disciplinary appeals process. Suggestions for change
include: Keep the current appeal structure but modify the
composition of the Personnel Board so that Personnel
Board Members serve "at the Pleasure of "the
Commissioner that appointed them. Eliminate the
Personnel Board and replace it with a Personnel Hearing
Officer. Modify the disciplinary appeal process so the
Personnel Board makes merely a recommendation to the
Administrator regarding employee disciplinary actions.
4. Consider a request from United Way for reconsideration ☐ [Attachments](#)
of funding from the 2008 CDBG Program.

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**Administrative Services Committee Meeting
12/10/2007 1:00 PM
Petition for Disability Retirement of Mr. William Dixon**

Department: Human Resources

Caption: Approve Disability Retirement of Mr. William Dixon under the 1977 Pension Plan.

Background: If an employee is totally and permanently disabled after five years of Credited Service, said employee may receive a monthly benefit equal to one (1) % of Average Earnings multiplied by years of Credited Service. This benefits are payable upon Commission approval of the petition of retirement.

Analysis: Mr. William Dixon (age 45) is currently a Lieutenant with the Augusta Fire Department. Mr. William Dixon was hired on November 18, 1985; he joined the 1977 Pension Plan on November 18, 1985. Mr. Dixon meets all requirements for Non-Employment Related Disability Retirement under the 1977 Pension Plan. His proposed retirement date is November 30, 2007. The disability retirement benefit payable to Mr. Dixon will be \$794.32 per month (Life only).

Financial Impact: Funds are available in the 77 Pension Plan. Employee has contributed four (4) % of his salary towards his retirement since November 18, 1985.

Alternatives: Do Not Approve Disability Retirement of Mr. William Dixon under the 1977 Pension Plan.

Recommendation: Approve Disability Retirement of Mr. William Dixon under the 1977 Pension Plan.

Funds are Available in the Following

Accounts:

REVIEWED AND APPROVED BY:

Clerk of Commission



Notice of Disability Benefit

as of November 30, 2007

Defined Benefit Program

William M. Dixon
Augusta-Richmond County
1977 County Plan

SS#: XXX-XX-3759
 Date of Birth: 3/14/1962
 Gender: Male

Estimated Benefit Information

Plan Entry Date: 12/1/1985
 Vested % as of Statement Date: 100%

	Important Dates	Credited Service (YRS)	Employment Related Monthly Benefit ³	Non-Employment Related Monthly Benefit ⁴
Disability Date ¹	11/30/2007	21.92	\$ 1,812.14	\$ 794.32
Benefit Commencement Date ²	12/1/2007			
Normal Retirement Date	3/14/2027			

¹ The Disability Date is the final day you were actively employed under the Plan.

² The Benefit Commencement Date is the first day of the month following the month in which you were determined to be eligible for a disability benefit under the Plan.

³ The benefit you would be entitled to if your disability resulted from a cause rising out of and in the course of Employment with the Employer and is subject to approval by the Commission.

⁴ The benefit you would be entitled to if your disability did not result from a cause rising out of and in the course of Employment with the Employer.

Participant Historical Information

Contributions			Salaries		Employment Activity	
	W/O Interest	With Interest	Plan Year	Amount	Date	Event
Pre-Tax:	\$22,909.26	\$31,864.75	2007	\$ 35,317.56	11/30/2007	Disability Leave/Termination (Service Discontinued)
Post-Tax:	\$6,528.77	\$13,517.77	2006	\$ 45,400.58	4/1/1999	Plan Takeover Date
			2005	\$ 42,288.34	11/18/1985	Original Hire Date
			2004	\$ 41,684.89		
			2003	\$ 41,424.41		
Total:	\$29,438.03	\$45,382.52	2002	\$ 40,714.04		
Interest Earned:		\$15,944.49	2001	\$ 40,315.59		
			2000	\$ 37,733.19		
			1999	\$ 35,592.58		
			1998	\$ 36,498.93		

Every effort has been made to ensure the accuracy of this statement. If you have questions about any of the information shown, or if a correction is needed, please contact your employer. Your right to any benefit and the amount of that benefit will depend on the provisions of the official Plan document in effect at the time you terminate employment.





**Administrative Services Committee Meeting
12/10/2007 1:00 PM
Plaque honoring Charles Devaney**

Department: Planning Commission

Caption: Consider a request from Leadership Augusta to construct a bronze plaque at Riverwalk honoring Charles Devaney for his leadership and vision.

Background: Applicant has been through the review process including meeting with the committees and a public hearing. All affected departments have been notified and there are no known objections. The proposed location for the plaque is at the Eighth Street breach just on the river side of the levee.

Analysis: There are other similar plaques along Riverwalk and there would be no cost to the City

Financial Impact: None

Alternatives: Approve or deny

Recommendation: Approved

Funds are Available in the Following Accounts:

REVIEWED AND APPROVED BY:

Clerk of Commission



**Administrative Services Committee Meeting
12/10/2007 1:00 PM
Proposed Changes to Employee Discipline Appeals Process**

Department:	Law Department
Caption:	Motion to approve modification of the current employee disciplinary appeals process. Suggestions for change include: Keep the current appeal structure but modify the composition of the Personnel Board so that Personnel Board Members serve "at the Pleasure of "the Commissioner that appointed them. Eliminate the Personnel Board and replace it with a Personnel Hearing Officer. Modify the disciplinary appeal process so the Personnel Board makes merely a recommendation to the Administrator regarding employee disciplinary actions.
Background:	Since the Personnel Board was created by the governing authority of Richmond County in the Augusta Code rather than local law, the Board of Commissioners has broad authority amend, modify or change the Personnel Board. [1] Section 1-7-15 of the Code states that "the board of commissioners shall have authority to amend, change or make additions to any rules and regulations adopted hereunder." Thus, the Board of Commissioners has authority to modify the current disciplinary appeals process so long as such changes do not violate any laws. [1] However, the Georgia Legislature still retains full authority to make future changes relating to the Personnel Board, should it so desire to do so.
Analysis:	Further information regarding each suggestion change is attached.
Financial Impact:	No financial impact anticipated.
Alternatives:	The Commission can leave the Employee Disciplinary Appeal Process as it is without making any changes.

Recommendation: Consider these suggested changes and make a recommendation for change.

**Funds are
Available in the
Following
Accounts:** Not Applicable

REVIEWED AND APPROVED BY:

**Finance.
Administrator.
Clerk of Commission**

1. Keep the current disciplinary appeal structure but modify the composition of the Personnel Board so that Personnel Board Members serve "at the Pleasure of" the Commissioner that appointed them.

The current disciplinary process has generally served Augusta-Richmond County well. However, three primary changes could be made to address commissioner concerns while maintaining the existing structure. First, each Personnel Board appointee should serve "at the pleasure of" the Commissioner that appointed them instead of being removed only "for cause." This would allow each commissioner to have a more active role in the direction of the Personnel Board without needing to attend each Personnel Board hearing. Second, the Board of Commissioners could reduce the jurisdiction of the Personnel Board to only have jurisdiction to conduct hearings and render decisions on employee terminations and not suspensions and other grievances. Third, the jurisdiction of the Personnel Board could also be clearly limited to a review of whether the appropriate "due process" procedures of Augusta-Richmond County were followed in each termination case. In other words, the Personnel Board would have no authority to overturn a termination unless they found a violation of Augusta-Richmond County policies relating to the employee disciplinary process.

2. Eliminate the Personnel Board and replace it with a Personnel Hearing Officer.

This is generally the structure of the employee disciplinary process used in the governments of Athens-Clarke County, Georgia and DeKalb, County Georgia. The Personnel Hearing Officer (PHO) would be an attorney appointed by majority vote of the Commission (or appointed by the Mayor). The PHO would essentially replace the Personnel Board. Each of the twelve members of the Personnel Board is currently paid \$20.00 per day plus travel expenses for their Personnel Board service. *See* Code § 1-7-13(c). The compensation for the PHO would be approximately the same as the fees and expenses currently paid to the members of the Personnel Board (\$240.00 per hearing). Once the Administrator rendered a decision regarding employee discipline, the employee would have the option of appealing that decision to the PHO. The PHO would conduct a public hearing and would render a final decision regarding same. His or her decision could be appealed to Superior Court. One advantage of this structure is the quick and final resolution of personnel matters.

3. Modify the disciplinary appeal process so the Personnel Board makes merely a recommendation to the Administrator regarding employee disciplinary actions.

This is generally the structure of the employee disciplinary process used by Chatham County, Georgia. In this disciplinary structure, initial determinations of discipline would fall on the department heads and the Human Resources Director. The employee could appeal to the Personnel Board and a hearing would be conducted. The Personnel Board would render a recommendation to the Administrator who would make the final decision regarding employee discipline. The Administrator would only be permitted to review the official records of the Personnel Board when making his or her final decision. His or her decision could be appealed to Superior Court.

Current Status of Disciplinary Appeals Process

Pursuant to the current Augusta-Richmond County Code and Personnel Policies and Procedures, the following procedure is used with regard to employee discipline where dismissal is sought:

1. The Department Head or Director initiates the disciplinary process by charging an employee with "misconduct that serves as just cause for dismissal" and placing the employee on "a three (3) day paid, administrative suspension with a recommendation for dismissal." Employee Handbook § 1.F, Dismissal (p. 8).
2. The Department Head or Director sends a letter to the Director of Human Resources "specifically setting forth the reasons for suspension with recommendation for dismissal." Employee Handbook § 1.F, Dismissal (p. 8).
3. "[W]ithin three (3) working days of the effective date of the action" (three day suspension with pay), the Director of Human Resources reviews the recommendation and conducts an investigation regarding the recommendation. If the recommendation is approved by the Director of Human Resources, it is sent to the charged employee and the Administrator. Employee Handbook § 1.F, Dismissal and Progressive Discipline (p. 8).
4. "Within three (3) working days of the affected employee being notified of the charges, the Administrator or his designee shall hold a pre-termination conference at which time the employee shall be authorized to present information which is pertinent to the charges on his/her behalf." Employee Handbook § 1.F, Progressive Discipline (p. 8).
5. The Administrator makes a decision as to termination "based on all of the facts pertinent to the situation." Employee Handbook § 1.F, Dismissal (p. 8).
6. If the administrator decides to uphold the recommendation for termination, the employee is terminated. Employee Handbook § 1.F, Dismissal (p. 8).
7. Once an employee receives notice of their termination, they have five (5) working days to submit a formal appeal in writing to the Director of Human Resources requesting an appeal to the Personnel Board. Employee Handbook § 1.F, Right of Appeal (p. 8).
8. The Personnel Board has the responsibility "to conduct hearings and render decisions on dismissals and hear appeals from any employee who claims to have been improperly dismissed." Augusta-Richmond County Code § 1-7-15 (b)(2).
9. A decision by the Personnel Board can be appealed to the Superior Court of Richmond County.



**Administrative Services Committee Meeting
12/10/2007 1:00 PM
United Way of CSRA**

Department: Clerk of Commission

Caption: Consider a request from United Way for reconsideration of funding from the 2008 CDBG Program.

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

Clerk of Commission

AGENDA ITEM REQUEST FORM**Commission/Committee: (Please check one)**

☐ Commission
☐ Public Services Committee
☒ Administrative Services Committee
☐ Engineering Services Committee
☐ Finance Committee
☐ Public Safety Committee

Contact Information for Individual/Presenter Making the Request:

Name: Joan Stoddard, Community Building Coordinator
Address: United Way of the Central Savannah River Area, Inc.
630 Ellis Street, PO Box 1724, Augusta, GA 30901
Telephone Number: 706-724-5544 Ext. 113
Fax Number: 706-724-5561
E-Mail Address: istoddard@uwcsra.org

Caption/Topic of Discussion to be placed on the Agenda:

Consider a request from United Way for reconsideration of funding from the 2008 CDBG Program.

Please send this request form to the following address:

Ms. Lena J. Bonner	Telephone Number: 706-821-1820
Clerk of Commission	Fax Number: 706-821-1838
Room 806 Municipal Building	E-Mail Address: lbonner@augustaga.gov
530 Greene Street	
Augusta, GA 30911	

Requests may be faxed, e-mailed or delivered in person and must be received in the Clerk's Office no later than 5:00 p.m. on the Wednesday preceding the Commission or Committee meeting of the following week. A five-minute time limit will be allowed for presentations.

Commission meetings are held on the first and third Tuesdays of each month at 2:00 p.m. Committee meetings are held on the second and last Mondays of each month from 12:30 to 3:30 p.m.