

1.0 SENIOR EXECUTIVE SERVICE POLICY SUMMARY

Senior Executive Service (“SES”) employees are employed on an at-will basis, have no propriety interest in their positions, and, thus, are not afforded due process rights with respect to the termination of their employment. Accordingly, this policy sets forth Augusta Georgia’s policy to provide certain benefits to SES employees under defined circumstances.

2.0 SEVERANCE POLICY STATEMENT:

A. Eligibility

1. Discharges without Cause. All SES employees who have completed one (1) year of continuous employment with Augusta, Georgia, and who are separated without cause, by vote of the Commission, are eligible to receive severance pay. *Discharges without cause* include resignations in lieu of termination.
2. Voluntary Resignations. Only SES employees who were hired in, or promoted to, an SES position, *prior to effective date of the policy*, are eligible to request severance for voluntary resignations if they have completed one year of continuous employment with Augusta, Georgia; provide at least thirty (30) calendar days’ written notice of his/her resignation from employment with Augusta, Georgia (“Notice Period”); and continue to perform in a satisfactory manner during the Notice Period. The Severance Schedule and SES Groups for SES employees hired or promoted prior to the effective date of this policy is referenced and incorporated in Appendix A of this policy.

Payment of severance pay for voluntary resignations is at the sole discretion of the Commission. The Administrator or the Commission may waive, entirely or partially, the Notice Period requirement. If a request to waive the Notice Period requirement is denied by the Administrator, the employee can appeal this decision to the Commission.

B. Agreement and Release

1. All SES employees must execute a Separation Agreement and General Release with Augusta, Georgia, in order to receive severance pay.

C. Severance Schedule (for SES employees hired or promoted after the *effective date of this policy*)

1. SES Group I shall be eligible for one (1) month of severance pay after the first year of employment.
2. SES Group II shall be eligible for three (3) months’ severance pay after the first year of employment as a SES Group II employee.
3. Employment time serving in a non-SES position, or in an SES position on an *interim* basis, will not be credited for prior years of service under this policy if subsequently promoted to a SES position.
4. Severance pay shall be based on the employee’s most recent date of continuous service in an SES position.

D. Disqualification from Severance Pay

SES employees are not eligible for severance pay if they leave employment with Augusta, Georgia, under the following conditions:

1. Discharge for Cause;
2. In the event an Augusta, Georgia function or service is contracted, assigned, or otherwise transferred to another entity and Augusta, Georgia employees in that function or service are offered employment by the other entity within thirty (30) days of contract, assignment, or transfer, provided the employee receives a substantially similar salary and benefit package;
3. Voluntary separation, *excluding* SES employees hired in, or promoted to, an SES position *prior to effective date of the policy*.

3.0 PENSION BENEFIT POLICY STATEMENT

SES level employees employed with Augusta, Georgia shall be 100% vested in their normal retirement benefit immediately upon becoming a participant in Augusta, Georgia pension plan.

4.0 REDUCTION IN FORCE POLICY STATEMENT

If an SES Group member 1) is involuntarily separated from employment with Augusta, Georgia in accordance with reduction in force guidelines approved by the Augusta, Georgia Board of Commissioners; 2) is vested in a normal retirement benefit under the terms of an Augusta, Georgia Defined Benefit Plan at the time of said separation; and 3) has executed any and all waiver agreements or releases required by Augusta, Georgia in connection with said reduction in force, then the SES Group member shall be credited with an additional five (5) years of Credited Service under the Augusta, Georgia pension plan solely for purposes of computing the amount of any retirement or death benefit payable to or on behalf under the terms of the pension plan. Said Credited Service shall not be counted for purposes of meeting the minimum service requirements for vesting or retirement or death benefit eligibility under the pension plan.

5.0 ANNUAL LEAVE POLICY STATEMENT

SES employees will be credited with five (5) years additional service for purposes of determining the rate at which Annual Leave will accrue. There is no waiting period before SES employees can use Annual Leave. Thus, SES employees shall begin to accrue Leave immediately upon employment and will be entitled to take Annual Leave immediately upon accrual. Annual Leave accrual and carryover for SES employees is capped at three hundred fifty (350) hours.

6.0 MOVING AND RELOCATION EXPENSES POLICY STATEMENT

Subject to the approval of the Administrator or Commission, newly hired SES employees may be reimbursed by Augusta, Georgia, for relocation expenses, including temporary housing for Employee for house hunting. Augusta, Georgia may also elect to pay directly for the expenses of moving employee and his or her household to Augusta, Georgia. Such relocation and moving expenses shall not exceed ten (\$10,000) thousand US Dollars. If such expenses exceed ten thousand dollars (\$10,000), the Administrator or the Commission, in its sole discretion, may review and authorize such expenses to

include parking, moving, storage cost, unpacking, temporary housing, and insurance charges. SES employee agrees to secure at least three (3) bids from reputable moving companies for such services, and shall use the lowest most responsible and responsive bidder.

7.0 SES EMPLOYEE PROBATIONARY PERIOD

SES employees are not subject to normal and customary probationary periods.

8.0 COMPLIANCE RESPONSIBILITIES

Human Resources Department is responsible for this policy and has the authority to implement the policy. The Human Resources Director may apply appropriate interpretations to administer and clarify the policy provided that the interpretations do not result in substantive changes to the underlying policy.

9.0 PROCEDURES TO IMPLEMENT POLICY

Human Resources Department may develop procedures or other supplementary information to support the implementation of this policy. Such supporting documentation requires the approval of the Administrator but does not require the approval of the Commission.

10.0 APPLICABILITY

This Policy is applicable to SES employees only.

11.0 DEFINITIONS

- E. ***Senior Executive Service Employees***: Key executive level employees of the organization *hired or promoted after the effective date of this policy*:

SES Group	Organizational Job Title	SES Group	Organizational Job Title
II	Administrator	I	Planning & Development Director
II	Clerk of Commission	I	Procurement Director
II	Compliance Director	I	Recreation & Parks Director
II	General Counsel	I	Senior Staff Attorney
		I	Staff Attorney
I	Animal Services Director	I	Transit Director
I	Central Services Director	I	Utilities Director

I	Deputy Administrator	I	Warden
I	Deputy General Counsel	I	911 Director
I	Emergency Management Service (EMA) Director		
I	Engineering Director	I	Airport Operations Director
I	Environmental Services Director	I	Airport Engineering and Maintenance Director
I	Finance Director	I	Airport Fire Chief
I	Fire Chief	I	Airport Marketing Director
I	Human Resources Director	I	Airport Aircraft Services Director
I	Housing & Community Development Director	I	Airport Finance and Administration Director
I	Information Technology Director		

Severance Pay: Payment of the employee's base rate of pay for a specified period of time by salary continuation or a lump sum payment. **Note:** SES employees hired in, or promoted to, an SES position prior to ***effective date of the policy*** may receive the salary continuation option unless they request a lump payment. All other SES employees shall receive lump sum payments unless the Commission approves salary continuation.

Voluntary Separation: Any termination of employment that is initiated by the employee rather than Augusta, Georgia.

“APPENDIX A”

Severance Schedule (for SES employees hired or promoted prior to *the effective date of this policy*).

1. SES Groups I-III shall be eligible for one (1) month of severance pay during the first year of employment and an additional month of severance pay for each additional year worked in a SES position, not to exceed a maximum of six months of continued pay.
 - 1.1 Employment time serving in a non-SES position will not be credited for prior years of service under this policy if subsequently promoted to a SES position.
 - 1.2 This policy will not void any contracted agreement.
 - 1.3 This policy applies only to the employees serving in the SES level positions

2. SES Group IV shall be eligible for three (3) months severance pay during the first year of employment as a SES Group IV employee and an additional month of severance for each additional year worked as a SES level IV employee not to exceed a maximum of three (3) additional months of continued pay (for a total not to exceed 6 months).
 - 2.1 Employees that previously served in a non-SES Group IV positions will not be credited for prior years of service in non-SES Group IV positions.
 - 2.2 This policy will not void any contracted agreement.
 - 2.3 This policy applies only to the employees serving in SES Group IV positions.

SES Groups (for SES employees hired or promoted prior to *the effective date of this policy*).

The following positions are identified and confirmed as Augusta, Georgia’s SES Groups prior to the *(effective date of this policy)*:

SES Group	Organizational Job Title	SES Group	Organizational Job Title
IV	Administrator	I	Board of Elections Director
IV	General Counsel	I	Daniel Field Director
IV	Clerk of Commission	I	Animal Services Director
IV	EEO, DBE, & Small Business Director	I	Staff Attorney
		I	Transit Director
		I	Warden

		I	Housing & Community Development Director
III	Deputy Administrator	I	Fire Chief
III	Deputy Administrator	I	911 Director
III	Airport Executive Director	I	Airport Operations Director
III	Deputy General Counsel	I	Airport Engineering and Maintenance Director
		I	Airport Fire Chief
II	Recreation, Parks, & Facilities Director	I	Airport Marketing Director
II	Utilities Director	I	Airport Aircraft Services Director
II	Engineering Director	I	Airport Finance and Administration Director
II	Environmental Services Director	I	Sheriff's Chief Deputy
II	Human Resources Director	I	Sheriff's Colonel
II	Finance Director	I	Chief Deputy Tax Commissioner
II	Tax Assessor	I	Assistant Tax Commissioner
II	Emergency Management Service (EMA) Director	I	Executive Director of Land Bank
II	Information Technology Director	I	Court Administrator for the Superior Court
II	Procurement Director		
II	Planning & Development Director		

**Approved by the Augusta Commission November 5, 2019
(Pages 1-6)**

SENIOR EXECUTIVE SERVICE (SES) PROCEDURES

Procedures for SES Severance Pay (See 2.0 Severance Policy Statement)

1. NOTICE OF INTENT TO RESIGN/RESIGNATIONS

- a. Notice of Intent: SES level employees must provide at least thirty (30) calendar days' written notice of their intent to resign, i.e., resignation, from employment with Augusta, Georgia ("Notice Period"), along with their request for severance. All resignations requesting severance must be submitted through the employee's chain of command, i.e., employee's Department Director. Department Directors and Direct Reports to the Commission shall submit all resignations requesting severance to the Administrator who shall submit such resignations to the Commission for consideration. Any resignation requesting severance made by the Administrator must be submitted to the Clerk of Commission who shall submit such resignations to the Commission.
- b. Request for Severance: All requests for severance pay must be contained within written notification of their intent to resign, i.e., resignation letter, from their employment with Augusta, Georgia.
- c. Waiver of Notice Period: SES employees requesting a waiver of the (30) day "Notice Period" for severance pay, must include their request for waiver as part of their written notification of their intent to resign from their employment with Augusta, Georgia.
- d. Rescindment of Resignations: SES employees who submit their resignations in which requests for severance were made and later wish to rescind their resignations must provide written notice of the rescindment to their Department Director.

2. COMMISSION APPROVAL

- a. After receiving requests for severance pay, the Administrator and/or General Counsel shall place the employee's request on the next available Executive Session agenda for consideration by the Commission.
- b. If the Commission agrees to grant the severance request, the Commission will make a public vote at the next available Commission meeting.
- c. If the public vote passes, General Counsel will provide the employee with a Separation Agreement and General Release of Claims Agreement, and the employee will have five (5) business days to review, sign and return the release to General Counsel. All requests for severance are contingent upon the execution of a Separation Agreement and General Release of Claims Agreement between the employee and Augusta, Georgia.

3. SEVERANCE PAY SCHEDULE *(for SES employees hired or promoted after the **effective date of this policy**). Refer to Appendix A of SES policy for Severance Schedule for SES employees hired or promoted prior to **the effective date of this policy**.*

- a. Severance Schedule:
 1. SES Group I shall be eligible for one (1) month of severance pay after the first year of employment.

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2. SES Group II shall be eligible for three (3) months' severance pay after the first year of employment as a SES Group II employee.
 3. Employment time serving in a non-SES position, or in an SES position on an *interim* basis, will not be credited for prior years of service under this policy if subsequently promoted to a SES position.
 4. Severance pay shall be based on the employee's most recent date of continuous service in an SES position.
- b. Payments: SES employees hired in, or promoted to, an SES position prior to ***effective date of the policy*** may receive the salary continuation option unless they request a lump payment. All other SES employee shall receive lump sum payments unless the Commission approves salary continuation.

Approved by the Augusta Commission November 5, 2019

(Pages 1-2)