



Kevin M. Jones
Chief of Police

Brunswick Police Department

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Brunswick, Georgia 31520
Phone: (912) 267-5559 – Fax: (912) 267-5526
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Gregory A. Post
Major

August 23, 2018

TO: Robert Sasser
FR: Chief Kevin M. Jones
RE: Termination of Employment

Mr. Sasser,

You were hired on June 18, 2018, on a probationary status per City of Brunswick Policy 2-3, Employment at Will. At this time, we regret to inform you that due to pending legal action, your employment with the Brunswick Police department is being terminated. If you have any questions or concerns, please contact us.

Regards,

Chief Kevin Jones

cc: Personnel Files



Wan C. Thorpe
Criminal Investigations

Angela L. Smith
Support Services



Personnel Action and Payroll Form

City of Brunswick

Employee Name: Robert Sasser Date Prepared _____ Effective Date of Action _____

Employee # 2042 Dept./Div. Name & Number Patrol

Current Position Title: Police Officer Grade: _____ Pay Rate: _____

Change to: Position Title: _____ Grade: _____ Pay Rate: _____

New Dept./Div. Name & Number if appropriate: _____

Immediate Supervisor (name and title): _____

Date of Employment (if other than new hire): _____ Date of Next Performance Evaluation: _____

Anniversary Date _____

For Separations: Last Physical Day Worked: _____ Pay out vacation pay? Yes No

Eligible for Rehire? Yes No

Type of Action:

- | | | | |
|---|---|--|--|
| <input type="checkbox"/> New Hire | <input type="checkbox"/> Begin Leave (Military) | <input type="checkbox"/> Resignation | <input type="checkbox"/> Create New Position |
| <input type="checkbox"/> Rehire | <input type="checkbox"/> Begin Leave (Medical) | <input checked="" type="checkbox"/> Dismissal | <input type="checkbox"/> Abolish Position |
| <input type="checkbox"/> Reinstatement | <input type="checkbox"/> Begin Leave (Personal) | <input type="checkbox"/> Retirement | <input type="checkbox"/> Other (Please describe) |
| <input type="checkbox"/> Transfer | <input type="checkbox"/> Begin Leave (Other) | <input type="checkbox"/> Death | |
| <input type="checkbox"/> Promotion | <input type="checkbox"/> Return From Leave | <input type="checkbox"/> Layoff | |
| <input type="checkbox"/> Demotion | <input type="checkbox"/> Pay Adjustment | <input type="checkbox"/> Unavailable for Work | |
| <input type="checkbox"/> Reclassification | <input type="checkbox"/> Performance Pay Increase | <input type="checkbox"/> End of Temp/Seas Employment | |
| <input type="checkbox"/> Upgrade | <input type="checkbox"/> Name/Address Change | <input type="checkbox"/> Job Abandonment | |

Status:

- Introductory Full Time Hours per day/week _____
- Regular Part Time
- Temporary (Duration of assignment: from and to dates): _____)
- Seasonal (Duration of assignment: from and to dates): _____)

Explanation for Action

Termination under Probation Status

Signatures:

Department Head: Travis Jones Date: 8-23-18 Human Resources: _____ Date: _____

City Manager: _____ Date: _____

Payroll: _____ Date: _____

Pay Cycle: Weekly Bi-Weekly

FLSA: Nonexempt Exempt

Benefits effective date: _____ Pension effective date: _____

Distribution of Copies:

- Original - Personnel File
- Green - Payroll Benefits
- Canary - Benefits
- Pink - Department Head
- Goldenrod - Human Resources