

Chapter 1 : The Personnel Administration System

Section 1-1: General

The Personnel Policies and Procedures manual contains policies that govern employees of the County. It states the County's policies with regard to employment, classification, compensation, promotion, demotion, dismissal, and other relationships with employees. This manual includes those policy statements and procedures deemed to require legislative review by the Board of Supervisors. This manual does not include all operational policies related to personnel. The authority to adopt other policies not deemed by the Board to require legislative review, is delegated by this policy document to the County Administrator or other appropriate management personnel as set forth herein. (For example, see specifically Section 1-2).

Section 1-2: Authority and Administrative Procedures

The County Administrator is responsible for the establishment and administration of the Personnel Administration System. The County Administrator may designate other officials to assist in the administration of these policies.

The County Administrator's authority specifically includes but is not limited to:

a. The authority, within funding constraints, to employ, promote, transfer, reclassify, discipline, demote, discharge, or in any manner deal with personnel matters concerning employees of all departments and agencies under the County Administrator's control.

b. The authority to administer the classification and pay plan and to issue policies and procedures for the administration of the plan.

c. The authority, within budgetary limitations, to create and establish new classifications and positions, reclassify existing classifications, delete or abolish positions or transfer to other departments, or make changes in employee classifications to provide for proper administration of the classification and pay plan; and to establish, from funds allocated for this purpose, the compensation of each employee within the designated salary range.

d. The authority to issue or cause to be issued appropriate policies and procedures dealing with all personnel matters that are not required to be issued or promulgated by the Board of Supervisors. Any such issuance, modification, clarification, or standardization of any policy issued by the County Administrator is incorporated by reference in this Personnel Policies and Procedures manual.

e. The authority, in keeping with the spirit and intent of Board of Supervisor's approved policies, to interpret, supplement, amend, or revise and be the final administrative authority with regard to the implementation of such policies, and any other policies and procedures, written or unwritten, whenever the situation requires such amendment, supplementation, interpretation, or revision.

This policy is not intended and does not extend the authority of the County Administrator over any officers or employees of the County who by law are employed or appointed directly by the Board of Supervisors unless specifically directed by Board of Supervisors, nor does it extend such authority to elected officials of the County or their employees, except to the extent that such elected officials have agreed to the application of policies and procedures adopted by the Board of Supervisors to their employees.

This policy does not preclude Department Heads from issuing standard operating procedures designed to govern the performance and management of assigned employees provided such procedures or rules do not conflict with either the policies of the Board of Supervisors or the County Administrator.

Section 1-3: Applicability

The service of the County is divided into the classified and the unclassified services, as defined below.

The classified service includes all employees who work under the rules, policies and procedures approved by the Board of Supervisors and administered by the County Administrator except those listed below as unclassified.

The unclassified service consists of:

- a. County Administrator;
- b. County Attorney;
- c. Constitutional officers and their employees; except for employees of such officers who have elected to have their employees included in the classified service by contract;
- d. Employees of agencies authorized by state law to maintain separate personnel systems except to the extent those agencies have elected to enter contracts in accordance with law and approved by the Board of Supervisors to have their employees included in the classified service;
- e. Members of boards and commissions;
- f. Volunteer personnel and personnel appointed to serve without pay;
- g. Positions involving work-as-required employment;

- h. Student interns and work-study employees; and
- i. Such other positions as may be designated by the County Administrator.

The provisions of this policy are applicable to all classified employees of the County. Unclassified employees are not governed by these policies (except as provided in Chapter 13) notwithstanding the fact that some unclassified employees may be eligible for benefits and governed by specific policies as set forth herein in a manner similar to classified employees. Employees of a constitutional officer or agency who have elected inclusion in the classified service, shall be governed by and covered under all of the provisions of this policy as if they entered County service on the date of such election or a prior election by the constitutional officer or agency, if there has been no gap between such elections, unless otherwise approved by the Board of Supervisors and incorporated in a written agreement.

Section 1-4: Official Personnel File

The official personnel file shall be defined as the employment file containing personal information relevant to an individual's employment which is maintained by the Human Resources Department

The official personnel file shall be the only file which is to be considered official and complete in matters related to wage and salary, employee selection, employee relations, and grievances. Information pertaining to any personnel related aspect of employment (e.g., letters of reprimand, letters of commendation, unemployment compensation requests, etc.) shall be contained within the file.

Section 1-5: Records Retention and Access

Employee personnel records shall be maintained and destroyed in accordance with the established record retention schedule maintained in the Human Resources Department pursuant to the Virginia Public Records Act.

The following information relative to employees and former employees is available to the public when requested in accordance with procedures prescribed by the County Administrator: name, title, salary, departmental assignment, and department telephone number.

The County Administrator, Assistant County Administrator, Department Head, or an employee's immediate supervisor, in the presence of a member of the Human Resources staff, may have access to records and performance information of their subordinate employees available in the official personnel file. For purposes of the immediately preceding sentence, the "immediate supervisor" of the County Administrator and the County Attorney shall be any individual member of the Board of Supervisors.

Employees may review their official file in the Human Resources Department in the presence of a member of the Human Resources staff. Letters of recommendation or reference are not subject to review by the employee. Documents, except those restricted by other policies or laws, may be reproduced and furnished to the employee by the Human Resources staff in accordance with any applicable administrative procedures.

Section 1-6: Use of Term - Department Head

As used throughout these policies, the term Department Head includes director, agency head or other title as may be appropriate. The County Administrator shall promulgate and keep current a list of those positions deemed to be Department Heads for purposes of these policies.

Section 1-7: Availability

A current information copy of these policies shall be available in each department of the County. Such copies may be in paper or electronic form. The Department Head shall be responsible for informing employees of the contents of these policies and any amendments thereto as they are received. The official copy of these policies shall be maintained by the Director of Human Resources who shall provide updates to the departments.