



KING GEORGE COUNTY POLICIES AND PROCEDURES

TABLE OF CONTENTS

SECTION 1: General Provisions.....	1
1.1 Adoption, Application and Amendment of Human Resources Policies and Procedures	
1.2 Employment-at-Will	
1.3 Compliance and Availability of Policies and Procedures	
1.4 Policy Maintenance	
1.5 Department Director Responsibilities	
1.6 Equal Employment Opportunity	
1.7 Harassment Prevention Policy	
1.8 Workplace Violence Policy	
1.9 Personnel Terms/Definitions	
SECTION 2: Personnel Complement and Recruitment.....	11
2.1 Definition	
2.2 Authorized/Established Positions	
2.3 Establishment of Positions	
2.4 Discontinuance of Positions	
2.5 Unfunded Positions	
2.6 Independent Contractors	
2.7 Hourly Employees	
2.8 Regular Part-time Employees in Authorized Positions	
2.9 Hiring Practices	
2.10 Procedures for Filling Funded Vacant Positions	
2.11 Conflicts of Interest	
2.12 Fixing Employment Date	
2.13 Probationary Status	
2.14 Reinstatement and Reemployment	
2.15 Seasonal Hiring	
2.16 Job Sharing	
2.17 Emergency Hiring	
2.18 Provisional Hiring	
2.19 Temporary Employment Agencies	
2.20 Personnel Records	
2.21 Verification of Employment	
2.22 Employee Identification Badge Policy	
2.23 Personal Information	
SECTION 3: Compensation of Employees.....	20
3.1 Compensation Plan	
3.2 Amendment to the Compensation Plan	
3.3 Maintenance of Classification	
3.4 Interpretation and Effect of the Levels within each Pay Band	
3.5 Compensatory Leave and Overtime Pay	
3.6 Holiday Pay	
3.7 On Call Pay	
3.8 Call Back	
3.9 Certification Pay	
3.10 Rates of Pay for Temporary and Hourly Employees	
3.11 Pay for Serving in Acting Capacity	
3.12 Pay Periods and Paydays	

- 3.13 Direct Deposit
- 3.14 Personnel Transactions and Payroll Procedure
- 3.15 Payments Owed Deceased Employees

SECTION 4: Employee Benefits 31

- 4.1 Employee Benefits
- 4.2 Health Care Coverage
- 4.3 Group Life Insurance
- 4.4 Optional Life Insurance
- 4.5 Retirement
- 4.6 Health Care Coverage upon Separation
- 4.7 Employee Assistance Program
- 4.8 Voluntary Benefits
- 4.9 Uniforms and Uniform Allowance
- 4.10 Take Home Vehicles
- 4.11 Worker's Compensation

SECTION 5: Hours of Work and Authorized Leave..... 40

- 5.1 Hours of Work
- 5.2 Adverse Weather
- 5.3 Holidays
- 5.4 Leave
- 5.5 Sick and Annual Leave Eligibility and Accrual
- 5.6 Sick Leave
- 5.7 Annual Leave
- 5.8 Civil and Work-Related Leave
- 5.9 Leave Without Pay
- 5.10 Military Leave
- 5.11 Educational Leave
- 5.12 Bereavement Leave
- 5.13 Compensatory Leave
- 5.14 Sick Leave Bank
- 5.15 Family Medical Leave

SECTION 6: Personnel Management- Training, Performance Management and Discipline..... 55

- 6.1 Orientation of New Employee
- 6.2 Training
- 6.3 Tuition Reimbursement
- 6.4 Employee Obligation
- 6.5 Certifications
- 6.6 Performance Appraisals
- 6.7 Employee Performance
- 6.8 Eligibility for Pay for Performance Increase
- 6.9 Signing of Performance Appraisal Forms
- 6.10 Employee Service Awards
- 6.11 Employee Discipline and Performance Counseling
- 6.12 Conflicts of Interest
- 6.13 Political Activities
- 6.14 Secondary Employment
- 6.15 Hatch Political Activity Act
- 6.16 Internet Policy
- 6.17 Progressive Discipline

6.18 Disciplinary Infractions

SECTION 7: EMPLOYEE RESPONSIBILITIES..... 67

- 7.1 Computer Systems and Internet Use Policy
- 7.2 Dress Code
- 7.3 Wireless Communication Devices

SECTION 8: EMPLOYEE HEALTH..... 74

- 8.1 Smoking and Tobacco Use Policy
- 8.2 Americans with Disabilities Act
- 8.3 Drug and Alcohol Policy
- 8.4 Drug and Alcohol Testing
- 8.5 Guidelines for Reasonable Suspicion Testing
- 8.6 Positions Subject to the County's Drug and Alcohol Testing Program
- 8.7 Privacy of Information

SECTION 9: SEPARATIONS..... 80

- 9.1 Notification of Separation
- 9.2 Resignation
- 9.3 Retirement
- 9.4 Disability Separation
- 9.5 Separation without Prejudice
- 9.6 Dismissal
- 9.7 Layoffs
- 9.8 Separation Date
- 9.9 Final Paycheck and Return of Property
- 9.10 Exit Interview

SECTION 10: GRIEVANCE PROCEDURE..... 84

- 10.1 Purpose
- 10.2 Definitions
- 10.3 Grievability
- 10.4 Procedures & Time Limits
- 10.5 Management Steps
- 10.6 Panel Hearings

APPENDICES:

APPENDIX A: DEPARTMENT DIRECTORS

APPENDIX B: EQUAL EMPLOYMENT OPPORTUNITY PLAN

KING GEORGE COUNTY HUMAN RESOURCES POLICIES AND PROCEDURES

SECTION 1: GENERAL PROVISIONS

1.1 Adoption, Application and Amendment of Human Resources Policies and Procedures

- A. This document contains the primary personnel Human Resources Policies and Procedures (hereafter "Policies and Procedures") that provide guidance to manage human resources within King George County. While no set of written policies and procedures can include every possible situation, when used as a whole, these Policies and Procedures provide overall guidance for reasonable, consistent decision-making.
- B. The Board of Supervisors of King George County establishes the County's Policies and Procedures, which supersede all previous policies and procedures and are administered by the County Administrator. These Policies and Procedures may be amended by the Board of Supervisors at any time.
- C. These Policies and Procedures apply to all employees of the County with the exception of employees who report to Constitutional Officers, the Registrar and the Library Board.
- D. Employees of the Service Authority are bound by these Policies and Procedures. However, the General Manager of the Service Authority has exclusive decision making authority regarding recruitment, selection, discipline and grievability for his employees. The General Manager will abide by the grievance policy and procedures as established herein and will serve in lieu of the County Administrator as it applies to his employees.
- E. The terms "he", "his", or "him" used in these Policies and Procedures are used in a general sense and are not intended, and should not be interpreted, to exclude the feminine gender.

1.2 Employment-at-Will

Employees of the County of King George do not have a contract of employment and are hired "at will". Neither these Policies and Procedures nor any other documents supporting such constitute an expressed or implied employment contract or any right to continued employment. Furthermore, these Policies and Procedures are not intended to and do not imply or create a vesting or a contract entitling County employees to any specific policies or benefits from the County.

1.3 Compliance and Availability of Policies and Procedures

The County Administrator shall be the Chief Human Resources Officer for the County. The County Administrator shall direct the administration of the Personnel Policies and Procedures and may delegate such of his duties that he deems appropriate in connection with the administration of these Policies and Procedures.

Department directors (see Appendix A) shall take necessary and prompt action to ensure compliance with these Policies and Procedures within their respective departments. A copy shall be available to employees through the County Administrator's Office, the employee's respective department director and through the internet.

KING GEORGE COUNTY HUMAN RESOURCES POLICIES AND PROCEDURES

1.4 Policy Maintenance

Personnel Policies and Procedures are maintained by the County Administrator or his designee. They shall take effect on the date of adoption or amendment by the Board of Supervisors and/or County Administrator as permitted herein.

1.5 Department Director Responsibilities

Department directors perform the following human resource management functions in conformance with these Policies and Procedures:

- A. Recommend organizational structures and staffing levels based on service delivery needs and financial resources.
- B. Establish and communicate work expectations, develop operating procedures, evaluate and manage performance and maintain an effective working environment.
- C. Issue departmental Policies and Procedures and operating procedures necessary for the efficient and effective functioning of the department; however, such Policies and Procedures and operating procedures shall not conflict with any portion of these Policies and Procedures and must be coordinated in advance with the County Administrator.
- D. Schedule activities within their departments including hours of work, lunch periods, and time to prepare for and conclude work activities performed by their department.
- E. Assign duties and responsibilities to employees within their management area.
- F. Recommend to the County Administrator selection, promotion, demotion, reclassification, reassignment, discipline and termination actions for their department.
- G. Make compensation recommendations as outlined within these Policies and Procedures.
- H. Identify training and development needs and provide for on-the-job training (OJT).

1.6 Equal Employment Opportunity

King George County is an Equal Opportunity Employer (EOE). The County is committed to the maintenance and promotion of the policy of nondiscrimination by incorporating sound merit principles in all aspects of human resource management affecting its employees and applicants. Human Resource management within the County shall be implemented free from such unlawful personnel practices as discrimination, sexual harassment or harassment based on other protected characteristics, retaliation, or any other conduct inconsistent with sound merit principles. The County shall provide equal employment opportunity to all employees in the competitive service of the County and to all applicants for such service on the basis of fitness and job-related qualifications without regard to race, color, religion, creed, national origin, disability, sex, or age (except where a characteristic is a bona fide occupational qualification). The adoption of this Policy and the Policies and Procedures supporting such policy is a reaffirmation of adherence to and promotion of the policy of nondiscrimination. Any King George County employee who fails to comply with this policy is subject to the County disciplinary procedures.

No King George County officer or employee shall discriminate against any employee or applicant for employment with regard to recruitment, application, testing, certification, appointment, assignment, performance, evaluation, training, working conditions, promotion, reclassification, demotion, discipline, lay-off, dismissal, retirement, or any other aspect of employment on the basis of race, color, sex, religion, creed, national origin, age or disability, unless otherwise permitted by law. No

KING GEORGE COUNTY HUMAN RESOURCES POLICIES AND PROCEDURES

King George County employee shall retaliate against any employee because the employee has used or participated in the County's grievance procedure, has complied with any law of the Commonwealth of Virginia or the United States, has reported any violation of such law to a governmental authority including allegations of discrimination, or has sought any change in the law before the Congress of the United States or the General Assembly of the Commonwealth of Virginia, or has reported an incident of fraud, abuse or gross mismanagement to the Board of Supervisors, the County Administrator, or other governmental authority. In making hiring decisions for new employees, the County Administrator will take into consideration or give preference to an applicant's status as an honorably discharged veteran of the armed forces of the United States, provided that such veteran meets all of the knowledge, skills, and eligibility requirements for the desired position. The County Administrator will give additional consideration to veterans who have a service-connected disability rating fixed by the United States Department of Veterans Affairs. Such consideration or preference shall be limited to the initial hire of an employee and shall not be required for promotions, reclassifications, demotions, discipline or other employment related actions.

1.7 Harassment Prevention Policy

King George County is committed to providing a workplace free from unlawful harassment and discrimination of any kind, including unlawful sexual.

Retaliation is also against the law and this policy prohibits retaliation of any kind against individuals who resist or reject unlawful behavior, report any incidents of harassment or perceived harassment, or participate in an investigation.

Unlawful sexual harassment can include unwelcome sexual or gender-based conduct that unreasonably interferes with an individual's job performance or creates an intimidating, hostile, or offensive working environment. Common examples include:

- Verbal or written conduct such as derogatory comments, slurs, epithets, notes, messages, invitations, email or jokes
- Visual conduct such as leering, gesturing, sexually suggestive pictures, posters, or calendars; Internet or email materials that contain sexually explicit or suggestive pictures, cartoons or pornography
- Physical conduct such as unwelcome touching, hugging, or blocking someone's path in an inappropriate way
- Unwanted romantic conduct such as sexual advances, invitations, or attention

Unlawful sexual harassment also includes unwelcome sexual advances or requests for sexual favors where submission to such conduct is made and explicit or implicit term or condition of employment, or where submission to or rejection of such conduct is made the basis of employment decisions affecting an individual (quid pro quo harassment).

This policy applies to all employees, volunteers, elected officials and agents of the employer, including supervisory and non-supervisory employees, and it applies to all phases of employment. It also applies to protect employees and elected officials in the workplace from unwelcome conduct by non-employees. Reasonable actions will be taken to protect employees from the actions of contractors, suppliers, clients, and others.

While it is not the intent of this policy to regulate the social interaction or relationships freely entered into by employees, unwelcome conduct that violates this policy will not be tolerated.

KING GEORGE COUNTY HUMAN RESOURCES POLICIES AND PROCEDURES

Prevention is the best way to eliminate harassment in the workplace. All new employees, elected officials, managers and supervisors will receive information on harassment prevention, as well as a copy of this policy when they are hired/elected and will receive ongoing training throughout their tenure.

Any employee who believes he or she has been illegally harassed by a coworker, supervisor, agent of the employer, or by anyone else in the workplace, should promptly report the problem to his or her supervisor, or to the supervisor's supervisor if necessary, or to the Human Resources department.

It is the responsibility of every employee or elected official to immediately report any violation or suspected violation of this policy.

All complaints will be taken seriously and will be immediately investigated. If a violation of this policy has occurred, appropriate action will be taken to correct the problem, and when warranted, disciplinary action, up to and including termination, will also be taken.

If you have any questions about this policy please talk with your supervisor or the Human Resources Department.

1.8 Workplace Violence Policy

King George County is committed to preventing workplace violence and to maintaining a safe work environment. King George County has adopted the following guidelines to deal with intimidation, harassment or other threats of or actual violence that may occur onsite or offsite during work-related activities.

Prohibited Conduct

All employees, elected officials, customers, vendors and business associates should be treated with courtesy and respect at all times. Employees and elected officials are expected to refrain from fighting, "horseplay" or other conduct that may be dangerous to others. Conduct that threatens, intimidates or coerces another employee, elected official, customer, vendor or business associate will not be tolerated. King George County resources may not be used to threaten, stalk or harass anyone at or outside the workplace. King George County treats threats coming from an abusive personal relationship as it does other forms of violence.

Indirect or direct threats of violence, incidents of actual violence and suspicious individuals or activities should be reported as soon as possible to a supervisor, human resources (HR), Sheriff's office or any member of senior management. When reporting a threat or incident of violence, the employee should be as specific and detailed as possible. Employees should not place themselves in peril, nor should they attempt to intercede during an incident.

Employees should promptly inform the HR department of any protective or restraining order that they have obtained that lists the workplace as a protected area. Employees and elected officials are encouraged to report safety concerns with regard to intimate partner violence. King George County will not retaliate against employees making good-faith reports. King George County is committed to supporting victims of intimate partner violence by providing referrals to the company's employee assistance program and community resources and providing time off for reasons related to intimate partner violence.

Investigations and Enforcement

King George County will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as possible. King George County will not retaliate against employees making good-faith reports of violence, threats or suspicious individuals or

KING GEORGE COUNTY HUMAN RESOURCES POLICIES AND PROCEDURES

activities. To maintain workplace safety and the integrity of its investigation, King George County may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation.

Anyone found to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

King George County encourages employees to bring their disputes to the attention of their supervisors or the HR department before the situation escalates. King George County will not discipline employees for raising such concerns.

1.9 Personnel Terms/Definitions

Administrative Leave: Leave approved with or without pay by the County Administrator, or his designee, and not covered by any other leave provisions.

Annual Performance Appraisal Date: In accordance with the County's Pay for Performance Program, all eligible employees shall be evaluated during the month of December.

Applicant: An individual who indicates a specific interest in a current job vacancy or a type of work for which the County of King George hires and provides required information on the County of King George's Employment Application Form.

Appointing Authority: The County Administrator is the appointing authority for County employees. He may delegate this authority to a department director for use in that department.

At-Will Employment: An employment relationship in which either the employer or the employee can terminate the employment relationship at any time for any nondiscriminatory reason or for no reason. The County may not terminate an employee if such termination would violate public policy as prohibited by law or state or federal statute.

Authorized Absence: An absence approved by the employee's supervisor after proper notification is given to the supervisor of the reason for absence (e.g. annual leave, sick leave, compensatory time, Leave Without Pay) and estimated length of absence (see Section 5).

Authorized Position: A position listed in the Human Resources Complement as approved by the Board of Supervisors and assigned a unique position number by the Human Resources Division.

Classified Employee: The position has been evaluated under the County's broadband pay system and is listed on the Schematic List of Classes.

Classification: A group of jobs or positions sufficiently similar in duties performed, degree of supervision exercised or required, minimum requirements of education, experience or skill, and such other characteristics that the same or similar class title, the same or similar tests of fitness, and the same schedule of compensation may be applied. The County's broadband pay system provides five classifications or career paths.

KING GEORGE COUNTY HUMAN RESOURCES POLICIES AND PROCEDURES

Class Specification: A written description of a class consisting of a class title, a general statement of the level of work, a statement of the distinguishing features of work, some examples of work, and the minimum qualifications for the class.

Close Family Member: An employee's parents, grandparents, grandchildren, spouse, children, brothers, and sisters; or the spouse's parents, grandparents, children, grandchildren, brothers, and sisters; to include step and half-relatives (or a person who is legally acting in one of the preceding capacities); or another relative living in the employee's household.

Compensation: Payment made for services rendered which may include pay and/or benefits as approved by the Board of Supervisors.

Compensatory Leave: Time off in lieu of monetary payment for overtime worked.

Competitive Promotion: A promotion based on a competitive examination with appointment to a higher level position restricted to a specific number of persons receiving the highest ratings.

Conditional Status: An employee who assumes a new position where the employee's performance is subject to another one year performance evaluation period,

Continuous County Employment: Employment without interruption, except for periods on approved paid leave, absences of less than six months when followed by reemployment or reinstatement, or otherwise as may be required by law. It does not include any time spent in approved Leave Without Pay status, temporary or part-time employment with the County immediately prior to employment in an authorized position unless otherwise protected by law.

Demotion: Transfer from one class of position to another of a lower pay band in which the employee meets the minimum qualification. Demotion may be disciplinary or non-disciplinary and carries with it a reduction in pay and change in status (restrictive or restrictive status).

Department Director: An individual responsible for the management and leadership of a department. Titles are published on the "Department Directors" listing (see Appendix A).

Discipline: Action taken against an employee ranging from oral reprimand to dismissal depending on the severity of the employee's misconduct.

Dismissal: An employee's termination from County employment.

Eligible Employee: An individual who meets specific requirements that enables the employee to qualify for certain benefits.

Employee: An individual who is employed by the County of King George Government and is compensated through King George County payroll for his services. Individuals or groups compensated on a fee basis are not included.

Employer: The County or Service Authority.

Employment: Placement of an individual into a vacant position as approved by the County Administrator or his designee.

KING GEORGE COUNTY HUMAN RESOURCES POLICIES AND PROCEDURES

Employment Date: Date that a new employee first reports to work.

Equal Employment Opportunity Plan: King George County's plan of action to maintain nondiscrimination in recruitment, selection, hiring, pay, promotion, or any other personnel action, term or condition of employment affecting any of its employees. (See Appendix B.)

Essential Employees: Those employees, as determined by each department director, required to perform their normal, routine job duties regardless of adverse weather conditions. Adverse weather conditions are declared and defined by the County Administrator.

Evaluation Date: Dates established based on the employee's initial employment date. The evaluation date may be extended according to the department director's assessment of his performance with the County Administrator's approval.

Exempt: Employees who are exempt from overtime pay pursuant to the Fair Labor Standards Act (FLSA).

FML: Family and/or medical leave as provided in accordance with the Family and Medical Leave Act of 1993.

FMLA: Family and Medical Leave Act of 1993.

Fiscal Year: The period of July 1st through June 30th.

Hourly Employee: A part-time employee hired for an extended period, not to exceed 12 months, not covered by any benefits. Effective July 1, 2014, these employees may not physically work or be scheduled for more than the threshold maximum of 29 hours.

Immediate Family: An employee's spouse, children, parents, grandparents, brother, sister; or other legal relatives living in the household.

Independent Contractor: An individual or entity, which controls the manner and method of delivery of personal services to the County. An independent contractor is distinguished from an employee by such things as advertising its services to the general public, furnishing its own tools, materials and training, and choosing when and how services will be provided.

Injury Leave: Leave taken as a result of employee injury and protected under the Virginia Worker's Compensation Act.

Job Description: A detailed written description of the duties, operations, methods, working conditions, equipment and/or material used, line of authority, and other essential facts about a particular job or position.

Lay-Off: Separation of an employee from a position to which he was legally certified and appointed as a result of the abolition of a position, lack of work or lack of funds.

Leave Accrual Date: The date that determines when the rate of annual leave accrual for an eligible employee commences or changes. The time is computed from the employment date minus any time in a non-paid status, unless otherwise protected by law. Employees in part-time employment of less than 20 hours per pay period are not entitled to accumulate or use leave. Regular part-time, hourly, seasonal and temporary employees do not accrue leave.

KING GEORGE COUNTY HUMAN RESOURCES POLICIES AND PROCEDURES

Lunch periods: Employees are afforded a 30 minute unpaid lunch. Lunch or meal periods during which the employee is entirely free of the duties of his position are not considered work or paid time. Employees are expected to take a meal break during the course of the assigned work time and between the hours of 11:00 a.m. and 2:00 p.m., Monday through Friday. Employees shall consult their supervisor regarding scheduling lunch or meal periods or requests for alternate lunch schedules.

Nonessential Employees: Those employees, as determined by the department director, who are not required to perform their normal, routine job duties during adverse weather conditions. Adverse weather conditions are declared and defined by the County Administrator.

Nonexempt: Employees who are eligible to receive compensation at a rate of time and one-half for any hours actually worked in excess of the hours specified by the County Administrator consistent with the Fair Labor Standards Act.

Non-probationary Employee: Persons who have successfully completed their probationary period and have received an acceptable or better performance evaluation.

On Call: Identified employees who are regularly required to be available when needed to handle exceptional situations occurring outside of standard working hours

On the Job Training (OJT): Training acquired or learned while working.

Pay Band: The number assigned to each of the five broad job classifications establishing career paths within the overall broadband classification system.

Pay Period: A pay period is considered two standard workweeks, which begins on a Monday and ends on a Sunday.

Pay for Performance: The system under which employee performance is evaluated and recognized.

Personnel Action Form – Form to be completed by department directors for actions associated with employment to include hire, transfer, pay changes, status changes, etc.

Personnel Complement: The official authorized list of positions as approved by the Board of Supervisors and maintained by the County Administrator.

Personnel File: The official central file for information pertaining to each employee and maintained in the County Administrator's Office.

Position Number: A unique, constant number assigned by the Human Resources Division to each position authorized by the Board of Supervisors and listed in the Personnel Complement.

Probationary Status: A newly hired or reemployed employee with less than or equal to one year months of employment or reemployment and who is subject to a performance evaluation within one year. An employee's probationary status may be extended in unusual circumstances with the approval of the County Administrator. During this period of time, the employee's employment or reemployment may be terminated at any time without any employee recourse. Probationary employees are not eligible to file formal grievances under the County's Employee Grievance Procedure.

Probationary Evaluation Date: The date on which an employee is evaluated for job performance after completing the first year in any position. This date may be extended by the department director

KING GEORGE COUNTY HUMAN RESOURCES POLICIES AND PROCEDURES

with approval by the County Administrator. A special evaluation date may be assigned if the department director and County Administrator wish to reevaluate the employee's performance at a time other than (but not in lieu of) the scheduled annual performance appraisal date. After a successful probationary evaluation, employees are evaluated at least annually.

Promotion: Transfer from one class of position to another of a higher pay band in which the employee meets the minimum qualification standards and which carries with it an increase in pay. The term promotion shall not include movement within an approved career development program.

Reclassification: The reassignment of a position from one pay band to another.

Reemployment: When an employee's services are terminated and that employee is subsequently employed again with the County of King George. If a former employee is reemployed within 6 months from the effective date of the termination, the reemployment may be considered to be a reinstatement. If the employee has been gone longer than 6 months from the effective date of his termination before being employed again, the reemployment process is the same as for a new employee (see Section 2) unless otherwise required by law.

Regular Part-time Employee: Persons employed to regularly work less than 40 hours on a non-sporadic basis. Effective July 1, 2014, a threshold maximum of 29 hours was established for all part time employees.

Reinstatement: Whenever an employee returns to work from an authorized leave of absence or goes from a non-paid status into a paid status within 6 months. Reinstatement means that the employee is treated as if on Leave Without Pay for the time he or she was away from the County. The employee's leave balances for which payment has not been made are returned to the same level that existed immediately prior to moving into the non-paid status. The employee's employment date will remain the date of initial hire; however, the leave accrual date is delayed by the period of time the employee is in a non-paid status (see Section 2) unless otherwise required by law.

Resignation: An employee's voluntary termination of employment.

Restrictive Status: An employee who is notified that improvement must be made in the performance of his job to avoid further action. Actions giving to rise to an employee's placement in a restrictive status include but are not limited to suspension and demotion. This period should not exceed 90 days. Employees in a restrictive status are not eligible for an increase in pay or promotion.

Retirement Credit Date: The date contributions began on behalf of an employee to the Virginia Retirement System. Total service for retirement purposes begins with this date and continues until retirement minus any time spent in Leave Without Pay (non FML) status. Retirement credit may be maintained during Leave Without Pay (non FML) status provided the employee makes the required contributions to VRS during the Leave Without Pay period. The Retirement Credit period does not include seasonal, temporary or part-time employment.

Rolling Year: Any consecutive twelve-month period.

Salary Range: A range of pay associated with a compensation pay plan.

KING GEORGE COUNTY HUMAN RESOURCES POLICIES AND PROCEDURES

Seasonal Employee: A full-time or part-time employee hired for a specific period of time, program, or project of a defined duration. Seasonal employees are not eligible for benefits.

Secondary Employment: Employment in any capacity (within or outside of the County) other than the employee's primary job with the County.

Separation: The cessation of employment of an employee either by the employee or by the County for any reason.

Separation Date: When an employee separates, the effective date is the last day that the employee was physically on the job. The County will not be held liable for matters affecting the employee following his physical absence from the job. It is not permissible to delay the effective date by the full or partial amount of annual or compensatory leave earned and unused by the separated employee. Pay for annual leave balance to eligible employees shall be paid on a lump sum basis. If an employee is on approved sick or workers' compensation leave when separated, the effective date may be the actual date of receipt of the separation notice and not the last day employee was physically on the job. When the effective separation date immediately precedes a holiday, the employee shall not be paid for the holiday since he is no longer an employee. In all cases, the County Administrator shall determine the official separation date.

Service Date: The date which determines an employee's eligibility for certain types of benefits including but not limited to VRS retirement and service award eligibility.

Special Pay Band Increase: A method that allows an employee to move to a higher salary within his current pay band outside of the Pay for Performance cycle.

Standard Workweek: Monday through Friday, 8:00 a.m. – 4:30 p.m.

Supervisor: An employee who has the regular responsibility for directing and evaluating the work of other employees, including assigning and scheduling work, recommending or taking disciplinary action, providing on-the-job training, approving leave requests, and/or recommending hiring or dismissal.

Suspension: A disciplinary action which results in loss of pay or pending investigation of charges made against an employee. It may also result in loss of benefits.

Temporary Employee: A full-time or part-time employee hired for a designated time period not to exceed 12 months. Temporary employees are not covered by any benefits. The term "temporary" employee does not include temporary agency employees or independent contractors retained to fill a specified term of contract.

Termination: See Separation.

Transfer: The movement of an employee for any reason from one position to another in the same or different pay band. If an employee moves to a position with a higher pay band, it is considered a promotion; if an employee moves to a position with a lower pay band, it is considered a demotion.

Veteran: Any person who has received an honorable discharge and has provided more than 180 consecutive days of full-time, active duty service in the armed forces of the United States or reserve components thereof, including the National Guard, or has a service-connected disability rating fixed by the United States Department of Veteran Affairs.

KING GEORGE COUNTY HUMAN RESOURCES POLICIES AND PROCEDURES

Virginia Retirement System (VRS): The Administrator of the County's retirement system and life insurance programs.

Weapon: Any item defined as a weapon within Va. Code §18.2-308 as amended or Va. Code §18.2-46.4 as amended.

Workday: Days of the week and hours an employee is scheduled to work. Work schedules vary by operation and department. For many employees, it is an 8-hour day, commencing at 8:00 a.m. and concluding at 4:30 p.m. with a 30 minute unpaid lunch unless otherwise specified in these Policies and Procedures or by the employee's department director.

Workers' Compensation: All County employees are covered by the Virginia Workers' Compensation Act for accidental injuries or occupational diseases that arise out of and in the course of County employment. Employees must promptly inform their supervisors of any on-the-job injuries and complete the appropriate forms to have such claims evaluated for coverage.

Work Period: The period during which an employee is scheduled to work. For all employees except law enforcement and fire protection personnel as defined herein, the work period shall be the workweek which comprises one half of a pay period. The work period for fire protection personnel shall be a 28 consecutive calendar day period beginning at 12:00 a.m. Monday and ending at 11:59 p.m. Sunday and covering 2 pay periods.

Workplace: Any site for the performance of work by an employee, including but not limited to any County building or premise; any County-owned and/or leased vehicle; any building or premise used by the County for County business; and any non-County property during any County-sponsored or County-approved employment related activity, event, or function. "Workplace" also includes all County-owned or leased property such as, but not limited to, offices, desks, lockers, safes, file cabinets, and toolboxes.

Workweek: A regularly scheduled 40-hour week Monday through Sunday, generally five 8-hour days, unless otherwise specified in these Policies and Procedures or by the department director.

KING GEORGE COUNTY HUMAN RESOURCES POLICIES AND PROCEDURES

SECTION 2: PERSONNEL COMPLEMENT and RECRUITMENT

2.1 Definition

The Personnel Complement is a list of all positions approved by the Board of Supervisors. Each position is assigned a unique position number. The Human Resources Division will maintain the official historical and current Personnel Complement.

2.2 Authorized/Established Positions

The Human Resources Division will maintain the official record of all positions (Personnel Complement) and department directors will maintain a record of established positions for their respective agencies.

2.3 Establishment of Positions

Only the Board of Supervisors may approve additional authorized positions funded in whole or in part by the County. When requesting a new position or reclassification of an existing position, the department director shall submit the request to the County Administrator. Such request shall include a completed Personnel Action Request form and a proposed Job Description describing the duties and responsibilities of the position. The County Administrator shall examine the duties of the proposed position (or existing position) and determine the proper classification. Any classification action shall be subject to the availability of funding. No person shall be hired, promoted, demoted, transferred, or paid in any position until the position has been approved by the County Administrator.

2.4 Discontinuance of Positions

Department directors shall report any authorized position within their respective agencies which they desire to discontinue by submitting a Personnel Action Request form or memorandum to the County Administrator. Upon approval by the Board of Supervisors, the position then shall be removed from the list of approved positions by the Human Resources Division.

2.5 Unfunded Positions

The County Administrator may require the unfunding of authorized positions for all or part of a fiscal year, or a department director may request the unfunding of authorized positions. In either case, the Finance Department must be notified in writing of such unfunding.

2.6 Independent Contractors

On occasion, the County may contract with an individual or company to provide specified services within a certain timeframe. Independent contractors are not employees of the County, are not subject to tax withholding and are not entitled to employee benefits. Payments to independent contractors are reported on IRS Form 1099. Department directors wishing to use independent contractors must first consult the County Administrator. No independent contractor may be hired without the approval of the County Administrator.

2.7 Hourly Employees

A. Seasonal Full-time or Part-time

Seasonal full-time (40 hours per workweek) or part-time employees (29 hours threshold)

KING GEORGE COUNTY HUMAN RESOURCES POLICIES AND PROCEDURES

maximum) are hired for a specific program or project for a defined period of time not to exceed 12 months. The rate of pay is set by the County's classification and compensation plan. These employees are not eligible for benefits and do not earn leave.

B. Temporary Full-time or Part-time Employees

Temporary full-time (40 hours per workweek) or part-time employees (29 hours threshold maximum) are hired for a designated period of time not to exceed 12 months. The rate of pay is set by the Department director unless otherwise established within the County's classification and compensation plan, and approved by the County Administrator, and continued employment or changes in rate of pay should not be expected. These employees are not eligible for benefits and do not earn leave.

C. Change in Job Status

If an employee changes from seasonal or temporary status to one that provides for benefits, it is viewed as a change in job status and is not treated as a promotion or demotion.

D. Payroll Procedures

If a seasonal or temporary employee moves to an authorized position, it is the supervisor's responsibility to see that all proper forms are filled out (i.e. tax forms, retirement forms, hospitalization forms, etc.) and sent to the Human Resources Division.

2.8 Regular Part-time Employees in Authorized Positions

Regular Part-time employees are persons employed to consistently work less than 40 hours weekly. Effective July 1, 2014, part time employees cannot work more than the 29 hour threshold maximum.

A. Compensation - Persons employed on a regular part-time basis in an authorized position will be paid at a prorated hourly rate comparable to that paid to full-time employees in same or similar classifications.

2.9 Hiring Practices

A. The County Administrator is responsible for recruiting and hiring all employees for the County of King George except the Service Authority. The General Manager of the Service Authority shall have charge of all personnel, operations and business of the Authority. No person will be hired into a position unless that position is a funded vacant position. Final commitments on offering or making changes in employment to a prospective hire or existing employee are made only by the County Administrator. Employment or changes in employment must be approved by the County Administrator unless otherwise approved by the County Administrator. New employees hired after June 30 will not be considered for a Pay for Performance increase in that calendar year.

B. Types of Recruitment - A department director may request any type of recruitment effort; however, the County Administrator will make the final determination on the type of recruitment effort to be conducted.

1. Internal Recruitment: This permits only current County employees (full-time or part-time) in authorized positions to apply for a posted internal vacancy. Job postings for internal recruitment positions will be done in County offices only and may be limited to incumbents of selected classes or positions, to specific departments or to specific work settings as determined appropriate.

KING GEORGE COUNTY HUMAN RESOURCES POLICIES AND PROCEDURES

2. External Recruitment: This allows any interested individual (including County employees) to apply for posted job vacancies according to normal procedure. Job announcements will be posted on paper and electronically, and possibly appear in other media instruments such as newspapers, professional and trade magazines, cable television, and Internet sources.
- C. Department directors needing to fill a position on a temporary or hourly basis, or augment their staff on a temporary or hourly basis, must submit a Personnel Requisition to the County Administrator to recruit for the position(s)

2.10 Procedures for Filling Funded Vacant Positions

For the purposes of these Policies and Procedures, a vacant position is any position that is included in the Board approved Personnel Complement, which is not presently filled by an incumbent, and for which a Personnel Requisition has been submitted by the department director and approved by the County Administrator.

- A. Filling of Vacancies: If a vacancy occurs and the department director needs to fill such vacancy, the department director will submit an original Personnel Requisition form to the Human Resources Division for determination of funding availability. Each department director must assure that funds are available in the proper budget code for the position requested before submitting a Personnel Requisition form. A department director may indicate on the Personnel Requisition a preference for the type of recruitment for an authorized position either on an internal or external basis. The County Administrator will carefully review all requests for recruitment and make the final determination of the type of recruitment effort to be used.
- B. Advertisements: The County Administrator will determine the necessity for and the appropriate method of attracting qualified applicants for the vacant position. Vacancy listings and/or postings shall be developed and used to attract applicants for positions. Advertisements may be placed in local, regional, state and national newspapers, business or local government publications, the internet, or other advertising media. Normally, vacancies shall be advertised for a minimum of five (5) business days and applications will be accepted only while a position is advertised. However, high turnover positions may remain continuously under recruitment in order to maintain pools of qualified candidates and to quickly fill such positions as vacancies occur.
- C. Application Process: The County Administrator shall provide the methods and means by which interested parties and current employees may apply for positions under recruitment. The process may include the use of a standard County application form, resumes, and other methods such as electronic, facsimile or computer-based applications which allow applicants an opportunity to accurately reflect their education, training, previous work experience, knowledge, skills and abilities. However and in advance of hire, the selected applicant must complete a County Application.
- D. Examinations: The application process may include examinations such as alcohol and drug testing, skill testing, written examinations, personal interviews, assessment instruments, polygraph testing in the case of law enforcement or public safety related positions, physical agility testing, medical, physical, and/or psychological assessments as determined appropriate and lawful.
 1. Every person taking a rated or scored examination is entitled to inspect his own rating or score and examination materials; however, such materials are subject to confidentiality and disclosure under the Virginia Freedom of Information Act.

KING GEORGE COUNTY HUMAN RESOURCES POLICIES AND PROCEDURES

2. Every person engaged in a rated or scored examination may request correction by providing documentation that the examination has been incorrectly rated or scored.

E. Background Checks: In the interest of public safety, applicants for county employment will be required to successfully complete a background check which may include but is not limited to personal reference checks, academic record, criminal history, child abuse registry and credit history. This is necessary to ensure that the applicant's past conduct is compatible with the nature and requirements of the position. An applicant for a position that requires driving a vehicle in the performance of work shall authorize the County to obtain a copy of the Virginia Division of Motor Vehicle (DMV) record or other state records as may be appropriate. The County Administrator shall determine the positions and specific checks that will be utilized. In all cases, appropriate state and federal laws shall be followed.

F. Qualifications: Qualifications are the education, experience, competencies, skills, abilities, knowledge and other attributes determined most likely to predict successful job performance in a position or group of positions with similar requirements and levels of responsibilities. Acceptable background information and driving record, when required, are included in the attributes necessary to meet minimum qualifications.

G. Screening and Interview Selection: A screening process shall determine those candidates who meet the minimum qualifications for the position to be filled. Such screenings may include, but are not limited to, a review of submitted applications, resumes, education and experience credentials, references and other relevant information. Soon after the position closing date or weekly for high turnover positions, the Human Resources Division of the County Administrator's Office will provide the applications to the department director. The department director will review the applications and recommend an interview panel to the County Administrator, including interview questions and a tentative interview schedule.

1. Interviews shall be set up with adequate notice to the Human Resources Division and all panels shall include the County Administrator or his designee unless otherwise approved;
2. No announcement or publication of the invited panel members shall be made to prospective panel members prior to approval by the County Administrator or his designee;
3. Where possible, at least three or more qualified applicants shall be interviewed unless otherwise approved by the County Administrator in consultation with the department director.

H. The department director will provide his recommendation for employment to the County Administrator, including justification of recommended pay rate in accordance with the Employee Classification System. After reviewing the department's recommendation for employment, only the County Administrator, or his designee, may extend a formal offer of employment to the regular full-time or regular part-time applicant recommended for hire. The offer letter will contain such items as employment start date, rate of pay, on-call status, benefit eligibility and such other contingencies.

I. The County Administrator may approve annual and/or sick leave incentive options to assist in the recruitment of positions that are deemed critical to the County's mission and ongoing operations or which are extremely difficult to fill. Options include granting annual leave and/or sick leave immediately upon hire and/or increasing the accrual rate. These incentives and associated contingencies will be established in writing in the formal Offer of Employment.

J. No appointments to a class of position will be made without adherence to the procedures outlined above.

KING GEORGE COUNTY HUMAN RESOURCES POLICIES AND PROCEDURES

- K. Periodic Medical Examinations: Some positions, such as public safety employees, require physical examinations or medical tests as a condition of employment. In positions where regular physical examinations are required, the County is responsible for payment of the cost of the exam and any test or procedure related to the basic physical exam. Problems or conditions which need medical treatments and any additional medical exams as a result of the basic physical exam are the responsibility of the employee.

2.11 Conflicts of Interest

State and local government employees are subject to the State and Local Government Conflict of Interests Act, Title 2. 2, Chapter 31 of the Code of Virginia (as amended). Generally, the Act describes prohibited conduct relating to contracts and transactions. Applicants for County employment shall be provided a copy of the statute for their information and to ensure compliance with the statute. Questions concerning the interpretation or application of this or any other provision of the Act should be directed to the County Administrator.

No applicant shall be hired, reinstated, reemployed, transferred, promoted or demoted to a position which places him in a direct supervisory line with a close family member.

2.12 Fixing Employment Date

Employment is effective as of the date on which the employee officially begins the performance of the duties of the position including new employee orientation and training.

2.13 Probationary Status

- A. All County employees must satisfactorily complete a 1 year probationary period immediately following their initial employment or their reemployment. Current employees who move from one position to another voluntarily are automatically placed in a conditional status.

The department director, with approval of the County Administrator, may extend the probationary period with notice to the employee, and if applicable, a performance plan indicating improvement or training required to achieve a satisfactory level of performance in an allotted time frame. A satisfactory performance appraisal must be completed on each employee in order to remove the employee from a probationary status.

- B. The probationary period is a training period to determine if the employee is suited for the job. During this period, employees may be terminated at any time by the department director. The department director shall consult the County Administrator in such cases. Probationary employees are not eligible to file grievances.

2.14 Reinstatement and Reemployment

- A. Reinstatement occurs anytime an employee returns to work from an authorized leave of absence or goes from a non-paid status into a paid status within 6 months. Reinstated employees are treated as if they were on Leave Without Pay for the time away from the County. The employee's leave balances for which payment has not been made are returned to the same level that existed immediately prior to moving into the nonpaid status. The employee's employment date is not affected by the nonpaid status. However, the leave accrual date is delayed by the period of time the employee is in a nonpaid status unless otherwise required by law.
- B. Reemployment occurs when an employee's services are terminated and that employee is employed again with the County of King George. If a former employee is reemployed within 6 months from the effective date of the termination, the reemployment may be considered a

KING GEORGE COUNTY HUMAN RESOURCES POLICIES AND PROCEDURES

reinstatement. If the employee has been gone longer than 6 months from the effective date of his termination before being employed again, the reemployment process is the same as for a new employee unless otherwise required by law.

- C. Decisions regarding reemployment and reinstatement are determined by the County Administrator.

2.15 Seasonal Hiring

Hourly employees who are hired for seasonal positions remain on the payroll until such time as the seasonal assignment is concluded or the department director no longer needs their services. If the employee's performance has been acceptable, the employee wants to return as a seasonal employee, and the department director elects to retain the employee, the department director may then place the employee in a Leave Without Pay (LWOP) status until his services are again desired for the previous position or similar position in the same classification. Upon the return to seasonal employment, the department director may reactivate the payroll status of the employee with the approval of the County Administrator. Seasonal employees have no grievance rights.

The department director may terminate the seasonal employee during or at the end of the original appointment or any subsequent appointment if the department director no longer needs the services of the employee or the employee no longer desires seasonal employment. Thereafter, the terminated employee would need to submit a new application for future employment consideration with the County.

2.16 Job Sharing

A department director may recognize the need to fill one full-time position with more than one employee such that the total hours worked do not exceed the hours authorized for the single position. Where this arrangement in work schedules is allowable, the County's needs must be considered first before an employee's desires. Department directors shall request in writing approval from the County Administrator for any job sharing arrangements.

2.17 Emergency Hiring

If circumstances and conditions necessitate the hiring of personnel outside of the normal procedure for filling vacancies such authority to hire on an emergency basis shall be requested of the County Administrator. No emergency employment can be committed prior to the approval of the County Administrator. As in normal hiring circumstances, commitments on offering the job, beginning salary, and starting date are made only by the County Administrator.

2.18 Provisional Hiring

The hiring of personnel on a provisional basis requires the recommendation of the department director and approval by the County Administrator. A provisional hire is the employment of an individual with certain provisions spelled out as a condition of employment that may or may not adhere strictly to the County Personnel Policies and Procedures regarding, for example, employment, classification, compensation, or benefits. All employees hired into positions where funding is dependent on outside sources, in whole or in part, shall be considered to be hired provisionally.

2.19 Temporary Employment Agencies

There may be times when a department needs additional staff for a short duration. If the department director determines that this need can best be filled by a temporary employment agency, the department director may place an order with the appropriate temporary agency under contract. The

KING GEORGE COUNTY HUMAN RESOURCES POLICIES AND PROCEDURES

position requested must be under the existing contract. If a position requested is not covered by contract, the department director shall contact the County Administrator for direction and assistance. Each department is to work directly with the temporary employment agency regarding timekeeping and billing. It is the responsibility of the department director to ensure that funds are available and are in the proper budget object code at the time the request is made.

2.20 Personnel Records

The Human Resources Division will maintain the County's official central personnel records for all County employees. Personnel records will include a file for each employee and may include other records and information required to make the personnel Policies and Procedures effective. An employee may review his file during working hours by contacting the Human Resources Division and scheduling an appointment. If the employee finds information that he or she believes is inaccurate, the employee may request in writing that this be changed or purged appropriately or write a rebuttal or correction for inclusion in his personnel record. Employees are encouraged to provide information (e.g., letters of commendation) to the Human Resources Division for inclusion in their files. Purging of any record may be done only with the approval of the County Administrator or his designee.

Department directors and supervisors may review the file of any employee under their supervision or prospective employee by contacting the Human Resources Division. Official central personnel records shall not be removed from Human Resources Division of the County Administrator's Office.

2.21 Verification of Employment

All requests for verification of employment and requests for references for current or past employees will be handled by the Human Resources Division and only will be provided if the employee gives a written authorization for the Human Resources Division to do so or as otherwise required by law. County departments are not **(repeat: not)** to provide information regarding their employees or ex-employees to other individuals, businesses, or outside agencies.

2.22 Employee Identification Badge Policy

The intent of this policy is to better assure that individuals working on behalf of the County are readily identified by the general public and by each other. Creating a work environment of general accountability by the consistent use of identification badges will increase personal security and overall public safety.

- A. All employees in authorized positions will receive a County-issued identification badge from the Information Technology Division. The identification badge will be issued by the Information Technology Division on the new employee's Employment Date. The identification badge shall be worn at all times by all public employees working on behalf of the County (e.g., in the office, in the field, attending meetings, site visits, court, etc.) except as otherwise provided herein. Employees are not required to wear the identification badge while attending training, meetings, or conferences outside the County.
- B. Except as otherwise provided herein, the identification badge shall be worn on the front torso, between the waist and the neck, and shall be plainly visible at all times. Employees may substitute wearing a County issued identification badge with County issued logo apparel. However, a County employee must be able to produce a County identification badge upon request.

KING GEORGE COUNTY HUMAN RESOURCES POLICIES AND PROCEDURES

- C. It is expected that, where appropriate, department directors will develop and implement special practices for those employees engaged in specific activities involving equipment, tools and/or machinery in which the wearing of an identification badge constitutes a legitimate safety hazard. Practices should address occasions when the employee is actually involved in such activities.
- D. Lost or stolen identification badges must be reported to the Information Technology Division and replaced at the employee's expense. A charge for the replacement of the identification badge shall be assessed to the employee at a rate of \$10 per badge.
- E. Upon separation, the identification badge is to be returned to the employee's supervisor or department director who shall return it promptly to the Human Resources Division for disposal.
- F. Identification badges shall remain the property of King George County and must be returned upon separation or upon request of the employee's director.
- G. Identification badges for all employees may not be modified, altered or otherwise displayed in a way that detracts from its appearance as issued by the County.
- H. Visitors may be issued appropriate badges at the discretion of the department director in those facilities or offices in which access is limited strictly to authorized personnel. In addition, it is anticipated that appropriate identification badges will be issued, at the discretion of the department director for any non-employee under extended contract to perform work for the County within County owned or controlled facilities.
- I. Violations of this policy shall be grounds for disciplinary action in accordance with the Policies and Procedures.

2.23 Personal Information

Each employee is responsible to see that the Human Resources Division is notified of any changes in his personal information to include name, mailing address, telephone number, marital status, residency, and name of person to contact in case of emergency.

SECTION 3: COMPENSATION OF EMPLOYEES

3.1 Compensation Plan

A. The Compensation Plan for the authorized positions of the County shall be approved and amended by the County Administrator and shall consist of: (1) the assigned pay grade and (2) rules providing for application of the scales and fixing the rates of pay for individual employees within the pay grade.

B. Persons employed in an authorized position on a part-time basis will be paid at a rate equal to a full-time employee in the same or similar classification.

C. The salary scales set forth in the Compensation Plan represent the total salary for a position without regard to participation by any other entity. In cases where the salary allowance set forth by such entity is lower than that allowed by the Compensation Plan, the salary allowed by the Compensation Plan shall govern. An employee in a position funded by the State Compensation Board shall be compensated at no less than the minimum of the Compensation Board salary range for that position classification.

3.2 Amendment to the Compensation Plan

The Board of Supervisors may amend the Compensation Plan with recommendations by the County Administrator.

3.3 Maintenance of Classification

County-wide job analysis and classification review will be conducted only upon direction of the County Administrator. However, analysis and review of specific positions may occur on a periodic basis and employees may be asked to provide and/or verify written or verbal data that is used. Any changes to the designated job classification of a position must be approved by the County Administrator. More information regarding the Classification Plan is available through the Human Resources Division.

3.4 Interpretation and Effect of the Levels within each Pay Band

A. Entrance Rate:

Except as provided below in this section, the normal entrance rate payable to a newly hired employee for any position of any class is the lowest rate in the level of the pay band for the class. An entrance rate for a newly hired employee may be set above the minimum of the pay band based on education, experience, specialized knowledge, skills, or abilities that exceed the position requirements and/or market factors. An entrance rate below the minimum may be paid during a training period when the appointee is not fully qualified or when there is no other suitable, fully qualified applicant.

B. Promotion:

When an employee is promoted to a position in a higher pay band the employee's salary will be increased by at least 5%. At no time will the salary be set lower than the minimum of the new pay band. The salary increase may exceed 5% based on consideration of the same criteria used for new hires or in the instance of an FLSA exemption status change to account on some level for the lost overtime income no longer available to the promoted employee. Promotions do not affect annual performance appraisal dates. Continuation of an employee in a position to which he has been promoted is subject to the employee's satisfactory job performance. Upon promotion, employees are placed in a conditional status for a period of one (1) year.

KING GEORGE COUNTY HUMAN RESOURCES POLICIES AND PROCEDURES

C. Demotion

If an employee is changed from one classification to a classification in a lower pay band, the employee's rate of pay will typically be reduced by at least 5%. The salary decrease may exceed 5% depending upon consideration of factors and circumstances, such as levels of previous salary increase and whether the demotion is voluntary, performance-based, or disciplinary in nature. Internal equity and other organizational issues may also be considered.

Upon voluntary demotion, an employee is placed in a conditional status and is subject to another six-month evaluation period. Upon involuntary demotion, the employee is placed in a restrictive status for a period of 6 months and is subject to a performance evaluation. Department directors should advise affected employees of the effect on pay in the case of a demotion. The County Administrator shall make the final determination regarding the appropriate placement within the respective pay band for all demotions.

D. Reclassifications

Reclassification is the reassignment of a position from one pay band to another resulting from a formal review requested by the department director and completed by the Human Resources Division. A reclassification normally results from a significant change in the duties and responsibilities of a position, structural changes, change in the needs of the organization or other similar situations as determined by the County Administrator. Reclassifications shall typically be anticipated and requested by the department director as part of the County's budget planning cycle.

Employees in positions that are reclassified to a higher pay band will receive at least a 5% increase in salary and will be placed in conditional status. At no time will the employee's new salary be set lower than the minimum of the new pay band.

E. Transfer

When an employee moves from one position to another within the same pay band, there is normally no change in salary. The County Administrator, however, may approve a change in salary considering the following criteria: the new position entails a significantly higher level of responsibility based on the position performance plan; the employee qualified for an increase based on education, experience, certifications, knowledge, skills and abilities or market factors; budgetary constants; internal equity; and existence of a vacant position which has been filled through competitive selection.

Upon transfer to another position, an employee is placed in conditional status for a period of 1 year. If the transfer occurs due to unsatisfactory job performance, the employee is placed in restrictive status for a period of 6 months. Transfers that involve a lateral move may be made without a competitive process as approved by the County Administrator. The effective date of a transfer will be determined by the department director subject to approval by the County Administrator.

The County Administrator shall make the final determination regarding the appropriate placement within the respective pay band for all pay actions.

A close family member of another employee shall not be placed into a direct supervisory or subordinate relationship with that employee upon hire, promotion, demotion, or transfer.

H. Job Analysis and Classification Review

Position job analysis and classification review may occasionally be needed to ensure that designated job classifications are current. County-wide job analysis and classification review will be conducted only upon direction of the County Administrator. However, analysis and review of specific positions may occur on a periodic basis and employees may be asked to provide and/or verify written or verbal data that is used. Any changes to the designated job classification of a position must be approved by the County

KING GEORGE COUNTY HUMAN RESOURCES POLICIES AND PROCEDURES

Administrator. The County Administrator may also approve exceptions to the experience and educational requirements in the class Specification Standards as practical and needed. An incumbent in a position which is reclassified must meet all minimum qualification requirements for that reclassified position.

I. Pay for Performance Increases

Pay for Performance increases are awarded annually at the beginning of the calendar year, to be effective the first full pay period after January 1. Increases are based upon performance a minimum meeting all standards as documented in the annual performance appraisal and budget constraints. The criteria for determining such increases are stated below:

- 4.01 – 5.0 – (Exemplary Performance in most or all areas)
- 3.01 – 4.0 – (Excellent Performance in most or all areas)
- 2.01 – 3.0 – (Performance Meets all Standards)
- 1.01 – 2.0 – (No Increase, performance requires improvement)
- 0.00 – 1.0 – (Unsatisfactory)

If a Supervisor intends to give an employee a rating below 2.01 he must notify the County Administrator within at least 10 working days before the evaluation date. If employment is maintained, an employee receiving a rating below 2.01 will be reevaluated again in three months. The employee will not be granted an adjustment until he has completed six months of satisfactory performance above 2.01.

New employees hired (or re-employed) after June 30 will not be eligible for a pay for performance increase in that fiscal year. The salary increases provided for by movement within a pay band shall not accrue solely as a result of the completion of the required period of service but shall take into consideration the dimensions used for employee evaluation and performance as reported on the Employee Performance Appraisal form.

The department director can delay consideration of a pay for performance increase if the employee's performance is not at an acceptable level for a sufficient period of time for a fair evaluation. The final authority with respect to performance appraisals and pay for performance increases shall rest with the County Administrator. No performance appraisal shall be final unless and until the County Administrator approves said appraisal in writing.

J. Special Pay Band Increase

In certain circumstances a department director and the County Administrator may determine that an employee's contributions to the County has and will continue to be so exceptional that a "Special Pay Band Increase" is warranted. A Special Pay Band Increase moves the employee's salary up to 10% higher in his current pay band salary range, and is intended to recognize the employee's superior performance or his acquisition and application of skills that add significant value to the organization. To be considered for a Special Pay Band Increase, the employee must meet two or more of the following criteria:

1. the employee has demonstrated superior performance and conduct for at least two rating years and is expected to maintain performance and conduct at a superior level for the foreseeable future;
2. the employee has demonstrated an exceptional level of initiative, dependability, problem- solving skills, technical competency, professionalism, customer-service ethic, willingness to accept additional duties, etc.;
3. responsibility, leadership, or other characteristics which merit special recognition;
4. the employee has acquired and successfully applied significant new skills to his duties (new skills are normally acquired through extensive college, technical-school, or on-the-job training programs);

KING GEORGE COUNTY HUMAN RESOURCES POLICIES AND PROCEDURES

5. the employee has assumed significantly higher-level duties and has demonstrated superior ability performing those duties;
6. the employee serves in a critical or market-influenced position whereby loss of the employee would significantly inhibit operations;
7. the employee's current salary is at a level in the pay band such that up to a 10% increase would be appropriate vis-à-vis other employees in the same pay band performing comparable duties and consistent with the market value of the employee's skills.

All nominations for Special Pay Band Increases are made by department directors for approval by the County Administrator. Pay Band adjustments are subject to budget constraints. All non- probationary and non-restrictive regular employees (full-time and part-time) are eligible for consideration, with two exceptions: 1) employees are only eligible for a Special Pay Band Increase once per fiscal year, and 2) employees cannot receive an increase that will exceed the top of the pay band salary range for their position: however, increases may be made up to the top of the range.

K. Bonus Payments

There may be times when an employee is recognized with special remuneration for exemplary performance related to single or multiple extraordinary incidents or events or for extended and unusual outstanding service. The key consideration in granting these one-time bonus payments is that the rewarded performance is unique and identifiable as an act or series of closely related acts which directly achieved or significantly helped to achieve important organizational goals. A request for such a monetary reward must be supported by timely and thorough documentation and shall be approved by the County Administrator. An employee may not receive such an extraordinary payment more frequently than once every 12 months. Department directors requesting such a payment must use wise and careful discretion and limit such requests to only unique and well-deserving cases.

Department directors are to submit a memo justifying (including the employee's name) the need and support for any extraordinary one-time payment in advance of the requested effective date. It is advisable that the request not be shared with the affected employee prematurely in the event the request is denied to avoid an employee relations problem. If the extraordinary payment is approved, the Finance Department will authorize the payment and deliver the check confidentially to the department director so that it may be properly and appropriately awarded by the department director to the employee.

L. Rates of Pay

All salary rates established in the compensation pay plan are based on 2080 work hours.

Temporary Reassignment

1. Department directors may recommend temporary job reassignments of regular employees for periods not to exceed one year. Approved employees temporarily reassigned to another position must meet minimum qualifications for the position. Employees on temporary reassignment must perform the full range of duties associated with the position. Employees reassigned for 30 calendar days or longer in duration will be paid commensurate with the classification of the reassignment position.
2. If the temporary reassignment is 30 calendar days or longer in duration and the reassigned position is higher in classification, the County Administrator may approve a salary adjustment equivalent to the beginning of the established pay band or 5% , whichever is greater, considering the following criteria: the new position entails a significantly higher level of responsibility based on the position performance plan; the employee qualifies for an increase based on education, experience, certifications, knowledge, skills and abilities or market factors; budgetary constraints; internal equity; and existence of a vacant position.

KING GEORGE COUNTY HUMAN RESOURCES POLICIES AND PROCEDURES

3. If the temporary reassignment is in a different class/pay band and is 30 calendar days or longer in duration, the salary will be determined using the same factors considered for a regular transfer to a different class/pay band. Normally, employees temporarily reassigned due to management initiatives will not suffer a reduction in pay.
4. Employees on temporary reassignment will not lose status or benefits associated with their regular employment. At the conclusion of the temporary reassignment, their salary will revert to the previous level with consideration given for any pay for performance increases that were applied during the same period.

3.5 Compensatory Leave and Overtime Pay

With limited specific exceptions, all employees may be required to work overtime. Overtime for non-exempt personnel is computed with the workweek beginning on Monday and ending on Sunday. Overtime is hours worked beyond normal or standard hours in a workweek. Overtime status begins once the employee arrives at the workstation and begins performing assigned duties and ends when performance of assigned duties ceases, with exception of those employees serving on-call. This overtime shall be paid portal-to-portal. Overtime for nonexempt employees must be approved in advance by the department director or his designee and documented on prescribed overtime authorization forms.

Overtime compensation shall be granted to all non-exempt employees for hours worked over the maximum allowable amount at a rate of one and one-half times an employee's hourly rate or the employee's effective hourly rate if the employee is salaried. Compensation may be in the form of cash payment or compensatory time. The County Administrator or employee's department director must provide written notification to the affected employee of the decision to grant overtime in the form of compensatory leave prior to the performance of the overtime work; otherwise, an employee may elect to be paid cash in lieu of compensatory time; similarly, a department director may elect to pay an employee cash in lieu of compensatory time. At no time during a calendar year may a non-exempt employee accrue more than 80 hours compensatory time. If the employee has reached the maximum compensatory accrual of 80 hours, the employee shall be paid overtime in cash to maintain the maximum accrual. Non-exempt County employees terminating County employment will be paid for any accrued compensatory time at the employee's current hourly rate of pay at the time of termination of employment in their last paycheck.

Authorized overtime must be limited to emergency, seasonal, occasional peak-load needs, or hours critical to public safety needs. Its use for accomplishing regular services that can be provided during a regular work schedule is usually prohibited. With exception of non-exempt Fire and Rescue Personnel who are subject to Virginia Code §9.1-701 as amended, hours in a paid leave status are not included in the computation of overtime. Examples of such paid leave status include, but are not limited to: military leave, bereavement leave, injury, holiday, annual, sick, and Workers' Compensation leave. Only hours worked during a workweek are used in computing overtime compensation.

Time associated with attending conferences, seminars and the like, or related travel time for exempt employees is not subject to compensatory leave accrual. No pay or compensatory leave is to be received or earned for travel on weekends or other normal off-duty time. Nonexempt employees may be entitled to overtime if attendance is required.

On certain exceptional occasions, the department director, with the County Administrator's written authorization, may permit overtime paid at a time and one-half rate to an eligible employee even though the employee has not already worked a standard 40 hour workweek. These exceptional occasions would necessitate the rendering of direct citizen services (e.g. snow removal) when services cannot wait to be administered through normal daily scheduling of personnel. The department director may, with the County Administrator's approval, declare such an exceptional

KING GEORGE COUNTY HUMAN RESOURCES POLICIES AND PROCEDURES

occasion and is responsible for documenting and maintaining a record of the situation and the personnel required to meet its need.

A nonexempt employee, with exception of certain Fire and Rescue uniformed personnel, must be in a paid status for and actually work 40 hours in a given workweek before being eligible to receive time and one-half pay for overtime worked. No compensatory leave or overtime pay provisions shall be in conflict with the Fair Labor Standards Act or the Code of Virginia. Certain County employees (i.e., Public Safety) may fall under exceptional provisions within and allowed by the Fair Labor Standards Act and the Code of Virginia as determined by the County Administrator.

3.6 Holiday Pay

40 hour Employees

Non-exempt employees who work on a County or National holiday or a holiday set forth in Section 5, shall be entitled to receive payment of one additional hour for every hour worked at their regular hourly rate.

For the following holidays, non-exempt employees shall be entitled to receive additional payment of one and one-half additional hours for every hour worked at their regular hourly rate.

New Year's Day
July Fourth
Thanksgiving Day
Christmas Day

24/7 Shift Employees

Non-exempt 24/7 shift employees who work on a County or National holiday or a holiday set forth in Section 5, shall be entitled to receive 8 hours Holiday pay in addition to hours worked.

Non-exempt 24/7 shift employees who work the following holidays shall be entitled to receive 12 hours Holiday pay in addition to hours worked.

New Year's Day
July Fourth
Thanksgiving Day
Christmas Day

As established earlier, non-exempt employees may work different schedules than those set forth under Section 5. In these cases, it is the department director's responsibility to manage work schedules within the department to ensure holidays are covered and that employees receive appropriate compensation for holidays. When a holiday falls on a day when an employee is scheduled to be off, that employee shall receive holiday pay. For 24/7 operations to include the King George County Service Authority and the Department of Emergency Services, the holiday recognized will be the actual holiday not the day in which the holiday is observed by the County.

3.7 On Call Pay

"On Call" pay is compensation for those employees who are regularly required to be available when needed to handle exceptional situations occurring outside of standard working hours. On-call Pay is available only to full-time nonexempt, salaried employees identified in writing by the County Administrator as eligible for this compensation. The County Administrator is authorized to determine

KING GEORGE COUNTY HUMAN RESOURCES POLICIES AND PROCEDURES

any changes to this policy. When conditions warrant, each department shall schedule sufficient personnel to work outside of standard working hours. Specific authorized individuals scheduled to be "on call" shall be scheduled on a rotation basis, normally consisting of seven consecutive days per assignment.

A. "On Call" will be considered to be a period of time when an employee is not required to remain at his work station and is free to engage in his own pursuits, subject to the understanding that he leave word at his home and/or with the dispatcher where he may be reached and report promptly as outlined by the department director. An employee "on call" must be able to respond to a call both physically and mentally, and is required to adhere to all County policies and procedures related to conduct while "on call."

B. Employees designated for on-call status will receive compensation in the form of a set fee of \$75.00 for each 7-day rotation in addition to compensation for any additional hours worked.

3.8 Call Back

"Call back" refers to extraordinary situations when an employee is called to a workstation or when an employee is off duty and is called to return to work to deliver services required to protect the immediate safety, security and/or well-being of the public and/or County government's property and operations.

Depending on the need, any employee may be called back to work outside of or beyond standard working hours and duties in unusual and/or emergency situations where additional staffing is needed to deliver services. Examples of such situations include, but are not limited to, unexpected staff shortages or absence, emergency repairs, snow or other weather-related emergencies, natural disasters, public safety emergencies, staffing emergency shelters and/or similar emergency situations. Employees subject to "call back" are free to pursue their personal activities and do not need to adjust their activities to be available for an emergency call.

In call back situations, a non-exempt employee who reports back to work or remains at work unexpectedly beyond his regular shift shall be compensated for the specific hours worked at his overtime rate. Call back shall not be provided for planned duties such as meetings, presentations or activities.

3.9 Certification Pay

Employees may be eligible for compensation in addition to base pay under the specific provisions of a departmental certification pay plan. Certification pay is typically earned while the employee possesses a job-related license or certificate and performs work related to the license or certificate. Certification pay is normally removed upon loss of certification or license. Certification pay may be reported to VRS as creditable compensation.

3.10 Rates of Pay for Temporary and Hourly Employees

A. Persons employed on a part-time and/or temporary basis will be paid at an hourly rate as determined by the County Administrator based on their classification level.

B. Persons employed for a specified period of time or for a specified task will be paid on an hourly rate. The County Administrator will determine the hourly rate based on the duties to be performed and the skills needed to accomplish the task.

C. No full-time temporary appointment will be longer than one (1) year. Time spent in a temporary status shall not be used to meet requirements for benefits afforded employees in other authorized positions.

KING GEORGE COUNTY HUMAN RESOURCES POLICIES AND PROCEDURES

D. Employees may be hired in an hourly status at 29 hours per week or less for an extended period but not to exceed 12 months. However, such employees are not covered by any benefits.

3.11 Pay for Serving in Acting Capacity

Whenever an employee is required by his supervisor to work in the capacity of a higher-level supervisory position or a highly technical position for a period exceeding one full pay period, such employee may be paid additionally for assuming those duties. Such assumption of duties must be approved by the department director and the County Administrator. The employee's regular rate of pay will be increased at least 5%. At no time will the salary be set lower than the minimum of the acting pay band.. A person acting in a higher-level position when the temporary vacancy is created because the incumbent is using annual, compensatory, or paid military leave is typically excluded from this policy. Requests for acting pay shall be made in writing and in advance to the County Administrator who shall provide the review and necessary approval and processing, if appropriate. Retroactive requests will not be considered. Pay for serving in an acting capacity shall not typically exceed six pay periods. Exceptions to this policy may be made by the County Administrator.

If State or Federal regulations conflict with the foregoing policies governing pay, those State or Federal regulations will govern those County agencies required to follow such policies.

3.12 Pay Periods and Paydays

The regular pay period for General Government employees is two consecutive seven day periods beginning at 12:00 a.m. Monday and ending at 11:59 p.m. Sunday. Overtime worked but not recorded in time for payroll processing may be recorded in the next pay period. Payday is normally every other Friday following the end of a pay period.

3.13 Direct Deposit

Direct Deposit, also known as Electronic Funds Transfer (EFT) of payroll, allows employees to have their pay electronically deposited to their savings and/or checking account(s). The program is a convenient way to pay employees at any Federal Reserve affiliated financial institution. New hires are encouraged to enroll.

3.14 Personnel Transactions and Payroll Procedures

A. Time Reporting

All department directors must ensure that accurate information is submitted for each employee through the time reporting process. All time reporting sheets are to be maintained daily, and must be signed by the department director (or other approved, authorized person). The department director is required to sign and return time sheets to the Finance Department by 10:00 a.m. on the Monday prior to the Friday payday, unless otherwise directed.

Errors and omissions of time worked or leave used may be corrected through time reporting for the next pay period or by submitting a Personnel Action Request form. However, corrections for all errors or omissions occurring earlier than the previous pay period must be submitted to the County Administrator through a Personnel Action Request form.

B. Data Submission

Any information affecting an employee's pay or record must be submitted to the Human Resources Division as soon as it is known, but no later than the effective date. Such changes include

KING GEORGE COUNTY HUMAN RESOURCES POLICIES AND PROCEDURES

performance evaluations, pay changes, tax status changes, address changes, location code changes, name changes, etc.

C. Changes in Pay

Changes in pay may occur outside of the beginning of a pay period; however, department directors are encouraged to consider effecting pay changes at the beginning of a pay period.

D. Attendance Records

All supervisors must maintain documentation on their employees with regard to time, attendance and leave information prior to submittal of time sheets. The data submitted on the time reporting sheet must agree with this back-up time and attendance and leave record. Employees are required to verify and sign their time sheets.

3.15 Payments Owed Deceased Employees

A supervisor shall report the death of an employee promptly to the Human Resources Division. All payments due the deceased employee including compensation for hours worked, annual leave, accrued compensatory leave, if applicable, and any refunds or reimbursements due the employee shall be made payable to the estate of said employee.

SECTION 4: EMPLOYEE BENEFITS

4.1 Employee Benefits

The County offers a comprehensive benefits package to regular full-time employees in authorized positions. Regular part-time, hourly, temporary, seasonal and certain provisional employees are not eligible for benefits unless a specific written exception has been authorized by the County Administrator.

From time to time, conditions or circumstances may require that the County make changes, additions, or deletions to its benefits program. This policy does not grant employees vested benefits, unless required by federal or state law. Specific plan information is available through the Human Resources Division of the County Administrator's Office.

The Finance Department is authorized to make established deductions from an employee's gross salary to cover garnishments, federal and state income taxes, contributions for retirement systems and for employee group life, hospitalization and insurance premiums as they occur, deductions authorized in writing by the employee and other deductions required by law. Individual deductions for other than the above shall be made only with the approval of the Board of Supervisors.

4.2 Health Care Coverage

- A. Eligibility: Group health care coverage is available to all regular full-time employees, their eligible dependents and retirees who have served the County for 15 consecutive years, who are not Medicare eligible and have a full VRS retirement.
 - 1. Employee enrollment must take place within 31 days of hire or a change in status. Coverage begins the 1st of the month following enrollment. Employees may only make changes to their health care coverage during open enrollment periods or when a qualifying life event occurs.
 - 2. Retiree enrollment must take place one month prior to their retirement date. Changes can be made during open enrollment periods or with a qualifying life event. If a retiree does not renew or drops the plan mid-year, they will not be eligible to re-enroll. Once the retiree reaches Medicare eligibility, their plan will end at the end of that month.
- B. Cost of Coverage: The County and regular full-time employees share in the premium cost for coverage. The retiree rate will match the employee only rate. If the retiree has eligible dependents on their plan, they will pay the full cost of their dependent's coverage.

4.3 Group Life Insurance

- A. All regular full-time classified employees are eligible for the County's basic group life insurance plan. The life insurance plan is administered by the Virginia Retirement System (VRS) and underwritten by a provider selected by VRS.
- B. Coverage for death due to natural causes is two times the annual base salary rounded up to the nearest thousand dollars. The accidental death benefit is four times the annual salary. The County currently pays 100% of the cost for the basic group life insurance plan.

KING GEORGE COUNTY HUMAN RESOURCES POLICIES AND PROCEDURES

4.4 Optional Life Insurance

- A. All regular full-time classified employees are eligible to purchase optional group term life insurance for themselves, their spouse and their children.
- B. The employee is responsible for 100% of the cost of the optional life insurance.
- C. The employee may purchase coverage in amounts of 1, 2, 3, or 4 times their annual salary. The amount of coverage available to spouses and children depends on the amount of coverage selected by the employee.

4.5 Retirement

- A. All regular full-time County employees are enrolled in the Virginia Retirement System (VRS) based on their eligibility date according to the VRS requirements. An employee hired between the first and the fifteenth of the month begins coverage on the first of the month of hire. An employee hired after the fifteenth of the month begins coverage the first of the following month.
- B. The County currently contributes all payments necessary for participation in VRS.
- C. VRS is a State Retirement system and all policies and procedures regarding contributions and retirement benefits are made by the State legislature. The County, as a member employer, must comply with all regulations as set forth by the legislature.
- D. The County permits full retirement benefits at age 50 with 30 years of service. The Special Retirement benefit is afforded to eligible public safety personnel whereby full unreduced retirement is available at age 50 with 25 years of service.
- E. Retirement benefits are based on three factors: years of service, the average of the highest consecutive 36 months of compensation, and age at the time of retirement. Details concerning VRS are covered in the Handbook for VRS Members, available in the Human Resources Division of the County Administrator's Office.

4.6 Health Care Coverage upon Separation

The County does not provide health care coverage after separation from employment; however, eligible employees and their dependents have the right upon separation from employment to purchase coverage in accordance with the Consolidated Omnibus Budget Reconciliation Act. If elected, the cost to the employee to continue coverage is the full monthly premium charged to the County.

4.7 Employee Assistance Program

- A. The County contracts with a private, non-profit corporation to provide an Employee Assistance Program (EAP) for regular full-time employees and their families.
- B. Services
 - 1. Individual: The EAP is a service to help resolve personal problems that may be interfering with work performance or home life. Examples include marital and family conflict, drug and alcohol, financial, emotional, career and employment concerns, and parenting issues.

KING GEORGE COUNTY HUMAN RESOURCES POLICIES AND PROCEDURES

2. Groups: The EAP may work with workgroups directly and provide intervention strategies as needed to address issues contributing to poor working relationships or an ineffective work environment.

C. The County's EAP provider is bound to keep all information, including visits, conversations, and employee information strictly confidential to the extent allowed by law. The provider will not acknowledge that an employee has contacted them unless the employee provides written consent to do so or the employee was referred by the County Administrator or his designee. When an employee is referred by County management, the provider only advises the County of the contact and whether or not the employee participates.

4.8 Voluntary Benefits

A. Deferred Compensation

1. The Deferred Compensation Program is an individual income investment plan authorized by Section 457 of the Internal Revenue Code, which can be used as a supplement to retirement plans and Social Security.

2. Eligibility. Employees holding regular full-time and regular part-time positions who are scheduled to work a minimum of 20 hours per workweek are eligible to participate upon hire.

B. Flexible Spending Accounts

1. The County allows employees to voluntarily have a portion of their pay placed in a health care reimbursement account and/or dependent care account as permitted by the Internal Revenue Code. The portion of pay that is diverted to these accounts is not subject to Federal Income or Social Security Taxes. The Flexible Spending Accounts help employees defray the costs of eligible medical and child care expenses by setting aside tax-free dollars for those expenses.

2. Employees in regular full-time and regular part-time positions (scheduled to work a minimum of 20 hours per workweek) may enroll in the Flexible Spending Account program effective on the first of the month following their date of hire. Open enrollment is held each spring for the plan year July 1st – June 30. Enrollment is voluntary but once enrolled; participants are bound by IRS regulations that control making changes and withdrawals from the program.

3. Each Flexible Spending Account has dollar limits and restrictions regarding expense reimbursement. Please consult the enrollment materials for specific information and restrictions.

4.9 Uniforms and Uniform Allowances

At the County's discretion, employees may be provided uniforms and/or special clothing to be worn while performing official duties. The County Administrator or his designee or the General Manager of the Service Authority, as appropriate, shall designate the type, color and style of uniforms which shall be worn by the employees within their respective departments and shall issue policies and procedures governing the initial issuance, maintenance, replacement and accountability of such uniforms.

KING GEORGE COUNTY HUMAN RESOURCES POLICIES AND PROCEDURES

4.10 Take Home Vehicles

In general, there is no absolute need for any County employee to take a County-owned vehicle home every day. The decision to allow a County employee to take a public vehicle home shall be based on a determination that allowing or requiring the vehicle to be taken home will be demonstrably beneficial to the delivery of services to the citizens through enhanced productivity or cost savings. The County Administrator shall have the final authority to determine if an employee may take a County-owned vehicle home on a regular basis.

The objective of the following take home vehicle policy is to ensure that public property, specifically vehicles, are used properly in the public interest and not to the personal advantage of County employees.

County employees are not authorized to take home County-owned vehicles except under the following circumstances:

- A. The employee is on twenty-four (24) hour call for emergency response where rapid or immediate response time is required.
- B. The employee is on call and drives a vehicle specially equipped to fulfill a departmental mission.
- C. A determination has been made and approved by the County Administrator that allowing or requiring a vehicle to be taken home will be demonstrably beneficial to the delivery of services to the citizens of King George through enhanced productivity or cost savings.
- D. On a case by case basis, with department director approval, to facilitate attendance at work functions or locations and/or times where it would be more convenient or more productive to attend while proceeding to or from home without having to obtain a County-owned vehicle from a central location (e.g. evening meetings, travel out of town, job site inspections). Such approval shall end when the specific reason for taking the vehicle home has passed.
- E. As stipulated in a written agreement, pre-approved by the County Administrator.
- F. With the approval of the County Administrator, employees previously allowed to take vehicles home prior to the implementation of this policy.

The use of a take home vehicle is subject to the following conditions:

- A. There shall be no personal use of the County-owned vehicles unless such use is incidental and minimal, such as travel to or from lunch, medical appointments or for personal errands on the way to or from work, or during a lunch period, if the errand requires only a minor deviation of one mile or less from the normal route traveled.
- B. Individuals allowed to take home a County-owned vehicle shall reside within the County of King George unless there is a clear demonstration of the value of allowing the vehicle to be taken out of the County and such use is approved by the County Administrator.
- C. An employee utilizing a take home vehicle shall be taxed according to prescribed IRS Policies for any compensatory benefits received from the use of the County-owned vehicle.
- D. Under no circumstances shall a spouse, dependent or any other person not employed by the County be permitted to operate a County take home vehicle.

KING GEORGE COUNTY HUMAN RESOURCES POLICIES AND PROCEDURES

E. Unless otherwise approved by the employee's department director, an employee's spouse, dependent or any other person not employed by or conducting business on behalf of the County shall not be permitted to ride in a County take home vehicle.

F. Unless waived by the County Administrator, every take home vehicle shall have decals, markings and other identification as prescribed for County-owned vehicles.

4.11 Workers' Compensation

Virginia Workers' Compensation Act

The County provides Workers' Compensation insurance coverage at no cost to all regular, temporary, seasonal employees, full-time and part time, as required by the Virginia Workers' Compensation Act (VWCA) as administered by the Virginia Workers' Compensation Commission (VWCC).

Workers' Compensation Benefits

Eligibility for benefits will be determined as provided by the VWCA. Employees who experience an occupational injury or disease illness arising out of and in the course of their employment with the County and who require medical, surgical, or hospital treatment for the condition, may be eligible for benefits. Benefits generally include but are not limited to paid medical expenses, time-lost benefits after the first 7 calendar days of incapacity (need not be consecutive) for temporary or permanent partial disability, rehabilitation services, and/or death benefits.

Payment of Medical Expenses

Payment of authorized medical expenses associated with a compensable occupational injury or disease illness, as prescribed by the Act, shall be made by the County's Workers' Compensation Administrator. Neither employees nor the employee's group health insurance shall be billed for these expenses. Employees are encouraged to seek the Human Resources Division for assistance with processing such medical expenses.

Medical Treatment

Panel of Physicians: To ensure physician availability and optimum medical care for injured or diseased ill employees, the County has chosen to authorize a Panel of Physicians. If medical treatment is necessary, the employee shall notify the department director or his designee as soon as practical. Once notified, a list of the authorized "Panel of Physicians" shall be promptly provided for the employee to select treatment. In the event of a life-threatening emergency, employees may seek treatment at the nearest medical facility. Any continued treatment must be received by a County authorized panel physician. If an employer selected panel physician is no longer available to take new patients, the employee may select a physician of his choice. Once a panel physician has been selected, the employee is obligated to keep all medical appointments, medical evaluations, physical therapy or other related treatments, to include referrals recommended by the attending physician and authorized by the Workers' Compensation Administrator. Failure to seek treatment from an authorized panel physician, to accept medical treatment, or to keep appointments may result in loss of payment of medical expenses, suspension of compensation payments and/or other benefits as long as refusal continues. All authorized medical expenses deemed to be related to a compensable occupational injury or disease illness shall be paid by the County's Workers' Compensation Administrator unless otherwise provided by law. All medical expenses, including reimbursement to the employee for out-of-pocket costs incurred, shall be submitted to the Human Resources Division for forwarding to the County's Workers' Compensation Administrator.

Payment for Time Out of Work

KING GEORGE COUNTY HUMAN RESOURCES POLICIES AND PROCEDURES

A. Eligibility for compensation for time lost from work shall be determined in accordance with the Act by the County's Workers' Compensation Administrator.

B. The Act provides compensation during incapacity at 66 2/3 percent of the employee's gross average weekly salary, including overtime, as determined by VWCC, beginning the 8th calendar day of incapacity (need not be consecutive).

Under the Act, initially an employee is not entitled to Workers' Compensation for the first 7 calendar days of incapacity (need not be consecutive) resulting from an occupational injury or disease illness. This is referred to as a waiting period. County policy does permit, if selected by the employee, the use of accumulated Sick, Annual and/ or Compensatory Leave to maintain his average weekly salary for the first 7 calendar day waiting period of incapacity. Should incapacity exceed the first 7 calendar day waiting period, County policy permits an employee to offset the potential loss of wages with accumulated leave. However, total wages received through Workers' Compensation and payment of accumulated leave shall not exceed an employee's pre-injury net base salary prior to all deductions. Paid leave shall not be advanced. Employees are advised to maintain a sufficient leave balance to avoid Leave Without Pay during the first 7 calendar day waiting period of incapacity. Should the incapacity continue for more than 21 calendar days (need not be consecutive), the Workers' Compensation Administrator generally authorizes issuance of compensation for the first 7 calendar days waiting period at 66 2/3 percent of the employee's gross average weekly salary, to include overtime.

Employees' Responsibility

A. The employee shall report every occupational injury or disease illness, regardless of severity, to his department director or his designee. If an occupational injury or disease illness is sustained after regular business hours (emergency situations or other), the department director or his designee is to be notified at the beginning of the next business day following the occupational injury or disease illness. Failure to report an occupational injury or disease illness promptly may result in loss of compensation, payment of medical expenses, and/or other benefits.

B. The injured or diseased ill employee shall be responsible for reporting the incident to his department director or his designee within 24 hours using the appropriate forms provided for this purpose by the Human Resources Division. Under extraordinary circumstances if incapacity interferes with the completion of appropriate forms by the employee (life-threatening or serious emergency), the department director or his designee becomes responsible for the processing of forms and obtaining an employee statement at a more convenient time. Appropriate forms may be obtained from the department director, immediate supervisor, or the Human Resources Division.

C. If medical treatment is deemed necessary, the employee must select a physician from the County's authorized "Panel of Physicians". In the event of a life-threatening or serious emergency, an employee may seek treatment at the nearest medical facility. However, any continued medical treatment must be received by a County authorized panel physician.

Physician referrals are dependent upon prior approval through the County's Workers' Compensation Administrator.

D. The employee shall advise the medical care provider that all medical expenses, including prescriptions, are to be submitted under Workers' Compensation and are not to be billed to the employee's group health insurance or to the employee personally. The injured or diseased ill employee shall contact the Human Resources Division should any medical expenses resulting from a compensable occupational injury or disease illness be improperly billed or processed.

E. The employee is encouraged to cooperate with the County's Workers' Compensation Administrator during the continued handling of the claim including supplying additional information as necessary. The injured or diseased ill employee shall keep all medical appointments, medical

KING GEORGE COUNTY HUMAN RESOURCES POLICIES AND PROCEDURES

evaluations, physical therapy or other related treatments resulting from an occupational injury or disease illness and accept treatment from the attending physician. Failure to do so may result in denial of compensation, medical expenses and/or other benefits.

F. Should permanent disability result, the employee may be eligible to apply for disability retirement under the Virginia Retirement System (VRS) and/or Social Security.

Directors'/Supervisors' Responsibility

A. For safety purposes and to prevent future occurrences, the department director or his designee shall investigate the causes of all occupational injuries and illnesses and take corrective action.

B. At time of injury or illness, the department director or his designee shall provide transportation to appropriate medical treatment for the injured or diseased ill employee. If practical, the department director or his designee shall accompany the employee. Should the occupational injury or disease illness be life threatening or severe, emergency medical personnel shall be called immediately.

C. The department director or his designee shall provide the employee with the appropriate forms issued for this purpose by the Human Resources Division.

D. The department director or his designee shall coordinate issuance of Family Medical Leave Act (FMLA) policy guidelines and required paperwork in instances when loss of time or intermittent leave is initiated for eligible employees. Notification of issuance should be forwarded to the Human Resources Division for regulatory purposes.

E. The department director or his designee shall forward, within 48 hours, all appropriate forms for an occupational injury or disease illness to the Human Resources Division. The County Administrator shall be notified immediately in the event of a fatality.

F. The department director or his designee shall review the appropriate forms for completeness and provide all required information. If the seriousness of the occupational injury or disease illness prevents the employee from doing so, the department director or his designee shall complete the report and obtain a written statement from the employee at a more convenient time.

G. The department director or his designee is encouraged to maintain contact with the injured or diseased ill employee during his incapacity. This will provide the department director or his designee information regarding the employee's progress and will also serve to reassure the employee that he is valued.

H. The department director or his designee is encouraged to cooperate with the County's Workers' Compensation Administrator during continued handling of claims and consult with the Human Resources Division in implementing modified or light duty (if applicable) when recommended by the attending physician. Although modified or light duty may not readily be available within the employee's department/division, opportunities may exist within other departments. The department directors or his designee shall advise the Human Resources Division immediately of an employee's return to work or significant change in work status.

I. A department director or his designee should ensure the payroll timekeeper properly records leave used for absences, medical appointments, medical evaluations, physical therapy or other related treatments associated with an occupational injury or disease illness appropriately on timesheets.

J. The department director shall monitor the employee's progress and consult with the County Administrator to determine any action that may be necessary to ensure continuity of operations during the employee's absence while respecting the employee's rights under the law.

KING GEORGE COUNTY HUMAN RESOURCES POLICIES AND PROCEDURES

Workers' Compensation Claim Denied

Except in certain cases, the Virginia Workers' Compensation Act states that in order to be eligible for Workers' Compensation benefits, an employee must prove that the occupational injury or disease illness was caused by his employment. If a Workers' Compensation claim is denied, an employee may appeal the decision to the Virginia Workers' Compensation Commission or the employee may submit the claim to his health insurance carrier for consideration of payment.

Appeal

An employee has the right to appeal denial of his claim to the Virginia Workers' Compensation Commission. The Act requires that employees obtain appeal forms only from Virginia Workers' Compensation Commission office in Richmond, Virginia. For detailed information, please contact the Human Resources Division or the Virginia Workers' Compensation Commission. If, upon final appeal the claim is deemed compensable and the employee receives payment for time lost to a compensable injury which previously was denied, the employee may choose to reestablish leave balances he drew upon during his challenged compensable illness or injury by reimbursing the County for the payments he received through his paid leave taken before the injury or illness was ruled compensable.

False Claims

Any employee who falsifies an occupational injury or disease illness or collaborates in making a false claim of an occupational injury or disease illness is committing a crime. The employee will be subject to the full penalties provided by the law, as well as disciplinary action to include possible termination from employment. If convicted, the employee may also be subject to civil penalties including recovery by the County's Workers' Compensation Administrator of any amount paid in compensation, medical expenses, indemnity and/or other benefits.

Failure to Report

Failure of an employee to report an occupational injury or disease illness within 24 hours may result in a denial. Failure to file a written report of occupational injury or disease illness within 30 days, as required by the law, may jeopardize eligibility for Workers' Compensation benefits. Department directors or their designee should ensure that all employee occupational injuries or diseases illnesses are reported as soon as possible after being notified of the incident. Department directors or their designee should not attempt to decide if an occupational injury or disease illness is covered by the Workers' Compensation Act. This responsibility rests with the County's Workers' Compensation Administrator.

SECTION 5: HOURS OF WORK AND AUTHORIZED LEAVE

5.1 Hours of Work

- A. The County Administrator shall establish the hours of work for all County employees. Unless otherwise approved, the standard workweek for most employees is Monday through Friday, 8:00 a.m. – 4:30 p.m. with a 30 minute unpaid daily lunch. The standard workweek for firefighters working 24 hour shifts is 56 hours. This does not preclude the establishment of specified hours other than 40 or 56 in a given workweek for other employees if approved by the County Administrator.

Each regular full-time, non-exempt employee receives 1/26th of his annual salary if the required numbers of hours are worked or achieved through use of holiday, annual leave, special leave, sick leave or compensatory time in any given pay period. The official hours of work for County employees shall be Monday through Friday, 8:00 a.m. – 4:30 p.m.

Hours worked for non-exempt employees shall include the following:

1. All time during which an employee is required to be on the County's premises on duty or at a prescribed work place;
 2. Preparatory activities which are an integral part of the principal activity;
 3. Time spent during the workday driving from work site to work site is considered hours worked but does not include time commuting from the employee's home.
 4. Time spent attending approved meetings, training or to perform other duties related to their work as directed by a supervisor during normal work hours.
- B. Supervisors may implement flexible work scheduling within the standard workweek if the standard hours in a workweek, normally 40, are not altered, subject to written approval by the County Administrator or his designee. Flexible scheduling may include earlier arrivals or departures, compressed work schedules, or varying hours of work on approved days. Other temporary or occasional flexible work schedules may include some combination of altered work start and stop times to allow employees to have medical appointments or take care of personal business during work hours without being charged leave. If flexible work scheduling or compressed workweeks are instituted on an ongoing basis, the department director may approve such only after receiving approval from the County Administrator.
- C. The County Administrator may approve variations to the normal work schedule if County services require regular work schedules other than 8:00 a.m. to 4:30 p.m. Monday through Friday, for example, departments requiring 24-hour continuous coverage or 7-day continuous coverage. If an employee is unable to report for work or expects to be late, the employee must contact his supervisor as soon as possible but no later than the beginning of his scheduled work period, giving the reason for his absence or tardiness. Paid leave may or may not be approved in the supervisor's reasonable discretion. If an employee has difficulty reaching his supervisor, he should leave a message reporting his absence but continue to attempt to contact his supervisor. The responsibility to notify a supervisor(s) about absences or about tardiness always rests with the employee.

5.2 Adverse Weather

A. If adverse weather causes employees difficulty in getting to or from work and County offices are not closed by the County Administrator, a liberal leave policy will be in effect for non-essential employees. This policy permits non-essential employees to use annual leave or compensatory leave (if available) to cover their absence, late arrival or early departure subject to the approval of their department director or designee. Essential employees are expected to report for duty during adverse weather regardless of the County Administrator's decision to close County offices.

B. If the County Administrator closes County offices for all or any portion of a day because of adverse weather, nonessential employees scheduled to work will be paid for their scheduled hours of work as follows: if the County Administrator closes county offices for a portion of a day because of adverse weather conditions, then non-essential personnel will be paid for the hours of closure; if the County Administrator closes county offices for an entire day, then employees previously scheduled to work that day will be paid. Any required work performed by a non-essential employee before the late opening (i.e., between 8:00 a.m. and the late opening) or after the early closing hours (i.e., between the early closing and 4:30 p.m.) will be considered hours worked beyond a normal work schedule for purposes of computing overtime or compensatory time earned. **Essential employees will be required to work even if the County Administrator closes County offices.** When the County Administrator closes County offices because of adverse weather, offices are closed from 8:00 a.m. to 4:30 p.m. unless specifically stated otherwise. Any employee on leave or scheduled absence **will not** be charged leave for any time the county has closed its offices due to inclement weather.

C. Employees in essential positions have duties related to any aspect of weather emergency response or provide essential and/or public safety services. Essential personnel shall be required to report for duty following departmental standard operating procedures. The following positions are considered essential employees and are required to report for their regular shift at their scheduled times regardless of announced delays or closings, unless otherwise directed by the County Administrator. Essential employees will not be provided additional compensation for those hours worked and scheduled for inclement weather.

Essential personnel include the following positions; this listing will be revised as needed:

County Administrator/Designee	Service Authority General Manager/Designee
Scheduled Water/WWTP Operators	General Properties Manager
Groundskeepers (CH)	Groundskeeper Supv.
Park Maintenance Supervisor	Equipment Operators
Scheduled Uniformed Emrgcy.Srvcs. Personnel	

D. Essential non-exempt employees listed above are in an "on call" status during inclement weather events and may be called out on short notice as needed. Individual employees whose positions are listed above should notify their supervisor if they anticipate any difficulty in being available for work should they be called out during an inclement weather event.

E. The County Administrator or his designee will determine the condition of local roads. A decision on either closing the offices or late openings will typically occur by 6:30 a.m. If inclement weather occurs after a work day has begun, department directors will be contacted by phone or email so they may inform employees.

F. If there are any changes to County operations, an announcement will be on radio stations WBQB 101.5, WFLS (93.3), WGRQ (95.9), Channel 4 (NBC), www.fredericksburg.com and www.facebook.com/KingGeorgeFire/.

KING GEORGE COUNTY HUMAN RESOURCES POLICIES AND PROCEDURES

- G. To help simplify and send a clear message during weather events or catastrophic events, the following codes have been created to inform employees of the county's status:

CODE **BLUE** **County offices closed. Only essential personnel required to report**

CODE **GREEN** **Delayed opening of county offices, liberal leave in effect for non-essential employees**

**This means that employees are to report X hours after their regularly scheduled arrival time. However, an employee may use liberal leave as referenced above (5.2A).*

CODE **RED** **Emergency Operations - County offices closed. All employees are considered essential and subject to emergency/disaster work as the county prepares for, responds to and recovers from a large scale emergency or catastrophic disaster. Department Heads will contact employees regarding staffing needs and work schedules.**

5.2ii Emergency Operations

The priorities of Local Government during an emergency/disaster include maintaining public safety, operating shelters as needed and restoration of vital services. In order to provide these services it may be necessary to schedule any County employee to work during an emergency.

All County Employees are subject to emergency work as the County prepares for, responds to, and/or recovers from a large scale emergency/disaster. The County Administrator (CA) or his/her designee will determine the scope, mission, and time frame of the emergency work period. Once the CA authorizes emergency work Department Heads are responsible for scheduling employees. Employees will perform tasks related to their job title/skill set (administrative support, answering phones, purchasing, equipment operator, etc.). Employees may be asked to work outside of their normal work hours which may include nights/weekends and Holidays as required.

Overtime compensation shall be granted to all non-exempt employees for hours worked over the maximum allowable amount at a rate of one and one-half times an employee's hourly rate. A nonexempt employee, with exception of certain Fire and Rescue uniformed personnel, must be in a paid status for and actually work 40 hours in a given workweek before being eligible to receive time and one-half pay for overtime worked. No compensatory leave or overtime pay provisions shall be in conflict with the Fair Labor Standards Act or the Code of Virginia. Certain County employees (i.e., Public Safety) may fall under exceptional provisions within and allowed by the Fair Labor Standards Act and the Code of Virginia as determined by the County Administrator.

5.3 Holidays

All full-time salaried employees are entitled to the holidays listed below, and any day that may be so designated by the Governor of the Commonwealth of Virginia or the President of the United States.

New Year's DayJanuary 1
Lee Jackson Day.....Friday preceding the third Monday in January
Martin Luther King, Jr. DayThird Monday in January
Presidents' Day.....Third Monday in February
Memorial DayLast Monday in May
Independence DayJuly 4
Labor DayFirst Monday in September

KING GEORGE COUNTY HUMAN RESOURCES POLICIES AND PROCEDURES

Columbus Day.....	Second Monday in October
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Day after Thanksgiving
Christmas Day	December 25

- A. To be eligible for pay for any paid holiday, an employee must be in a paid status for all of the last regular working day preceding the holiday and the one following the holiday.
- B. Whenever a holiday falls on a Saturday, the holiday will be observed on the preceding Friday. Whenever a holiday falls on a Sunday, the holiday will be observed on the following Monday.
- C. Shift workers will be paid holiday pay on the day in which the holiday falls, not when it is observed.
- D. Whenever a holiday falls on a scheduled off-duty day for shift workers, the employee will be paid for the holiday,

5.4 Leave

Department directors may approve leave, unless otherwise specified in these policies. Employees may only take leave with pay for leave accumulated up to the date of the leave. Employees must request leave in advance on the appropriate Request for Leave form and receive their supervisor's authorization for the leave; however, if the need for or date of an absence cannot be predicted and if conditions warrant, the immediate supervisor may authorize the leave followed by the employee's written request for leave.

The department's needs come first in considering employees' requests for leaves of absence. When it is impractical to grant leave according to the normal leave provisions, the department director shall arrange the leave schedules to ensure that each employee may take leave in an equitable manner. Employees may request a change from approved annual leave (before that leave is taken) to sick leave or bereavement leave, if appropriate. Proper verification and approval by the employee's department director will be required.

5.5 Sick and Annual Leave Eligibility and Accrual

- A. Sick and annual leave accruals will be provided on a monthly basis. Annual leave accruals vary based on years of service and are accumulated monthly. The maximum allowed annual leave balance for regular 80-hour employees is 240 hours, and any leave in excess of 240 hours will be forfeited at the end of each calendar year. The maximum allowed annual leave balance for regular 112-hour employees is 336 hours, and any leave in excess of 336 hours will be forfeited at the end of each calendar year. Under exceptional circumstances, with the approval of the County Administrator, an employee may be allowed to carry over excess annual leave. Regular full-time employees accrue sick leave without limit. Charges for authorized absences of annual, compensatory and sick leave will be made on an actual usage basis and rounded to the nearest quarter hour. Leave must be earned before it may be taken. Employees holding a temporary appointment or employed by piecework, daily, hourly, or weekly rate agreement are not eligible for paid leave unless otherwise required by law.
- B. To accrue sick or annual leave, an eligible employee must be in a paid status for at least seven-eighths (7/8) of their standard hours in a pay period: an 80-hour employee must be in a paid status for 70 or more hours; a 112-hour employee must be in a paid status for 98 or more hours. No employee will be credited with sick or annual leave for any overtime hours or

KING GEORGE COUNTY HUMAN RESOURCES POLICIES AND PROCEDURES

compensatory hours worked, or while on Leave Without Pay. Retention of a position for employees absent for extended periods of time is not assured except under certain provisions of the Family and Medical Leave Act. Each case will be decided on its own merits by reviewing the circumstances and the needs of the department.

5.6 Sick Leave

- A. Sick leave will be coordinated with the Family and Medical Leave Act ("FMLA"). Sick leave shall accrue at the rate of eight hours per month for 80-hour employees, 11.2 hours per month for 112 hour employees. Employees may use accrued sick leave for their own illness or injury which prevents them from performing their job, absences for medical and dental appointments, and to prevent employees from exposing their coworkers to contagious disease which would jeopardize the health of coworkers or the public. Employees also may use accrued leave to care for the illness or injury of immediate family members, and medical and dental appointments for immediate family members.
- B. An employee away from work for medical conditions which require absence in excess of one week is required to submit to his department director a written statement from his attending physician or health care provider, stating the earliest approximate date of return to duty and advising on the ability of the employee to perform the essential functions of the employee's job with or without reasonable accommodation. The department director may require a physician's or health care provider's letter with the above content for absences of less than one week if in the department director's judgment this information is necessary. Depending on the needs of the department, the anticipated duration of the absence and any other factors the department director deems relevant, the absent employee may have his position held, be transferred to another position or if neither is appropriate, termination will be considered, unless protected by law.
- C. Employees may use accrued annual or compensatory leave in lieu of sick leave. FMLA leave also may provide unpaid but approved leave subject to the requirements of the Act. Sick leave is granted at the discretion of the department director and may be refused if not properly justified in the judgment of the department director. An employee should not assume that sick leave will be charged and approved simply because he has an accumulated sick leave balance. Sick leave is a benefit and not an entitlement.
- D. Employees are not paid for accumulated sick leave upon termination except upon separation from the County due to retirement.
- E. Employees will not be assigned modified work or light duty, even if authorized by the attending physician or health care provider, without review and approval in writing by the County Administrator.
- F. An employee who dies while in service or who retires from County service and who is immediately eligible to receive VRS benefits is entitled to payment for all unused credited sick leave based on \$2.00 per hour with the lump sum payment not to exceed \$4,000. This benefit payment may not be provided, however, if an employee has been dismissed from County employment, has resigned in lieu of dismissal, has resigned while on suspension, or has resigned and later applies for or receives VRS retirement benefits.

5.7 Annual Leave

- A. Annual leave for eligible 80-hour employees having completed less than three years of continuous service in an authorized position shall accrue at the rate of eight hours per month. For 112 hour

KING GEORGE COUNTY HUMAN RESOURCES POLICIES AND PROCEDURES

employees having completed less than three years of continuous service in an authorized position, annual leave shall accrue at a rate of 11.2 hours per month.

- B. Annual leave must be approved in advance by the department director who is responsible for scheduling employees with primary concern for the conduct of public business and with secondary concern for the desires of the employees in his department. Employees may request annual leave for personal reasons, vacations, extended sick leave if the employees have exhausted other forms of leave, extension of other forms of leave or other reasons necessitating the employee's absence from work. Leave will be charged based on the employee's regular work schedule.

Examples:

- Employees working 80 hours per pay period shall be charged 8 hours for one day's annual leave;
 - Employees working 112 hours per pay period shall be charged 24 hours for one day's annual leave;
- C. Upon separation, a regular full-time employee will be paid for all unused, accrued annual leave based on the employee's rate of pay at time of separation. In the event of the employee's death, the employee's estate will be paid for any unused annual leave at the time of death.

Accrual rate for 80-hour Employees

<u>Years of Service</u>	<u>No. of hours Earned per Month</u>	<u>No. of days Earned per Year</u>
0 through 3	8 hrs	12
4 through 10	12 hrs	18
11 or more	16 hrs	24

Accrual rate for 112-hour Employees

<u>Years of Service</u>	<u>No. of hours Earned per Month</u>	<u>No. of days Earned per Month</u>
0 through 3	11.2 hrs	16.8
4 through 10	16.8 hrs	25.2
11 or more	22.4 hrs	33.6

If a Firefighter/EMT moves from a 56 hour workweek to a 40 hour workweek, vacation and sick leave will be adjusted accordingly. The same adjustment will be made if a Firefighter/EMT moves from a 40-hour workweek to a 56 hour workweek.

5.8 Civil and Work-Related Leave

An employee shall be granted civil and work-related leave with full pay for any absence necessary for serving on a jury, for being summoned or subpoenaed to appear in any court of law or equity to include appearing as a crime victim or as a witness in a court proceeding or deposition, for taking required tests for fitness including required physical exams, recruitment interviews, tests for County-required certification, and tests associated with promotions, demotions, or transfers within the County (including both King George County Government employees and School Board employees), and participating in an employer directed referral to the County's Employee Assistance Program less any compensation earned as a result of such absence (ex. Jury duty fees). The employee is required to give reasonable notice to his supervisor in such situations. Employees shall request use of Civil and Work-Related Leave as far ahead of time as possible. Employees may charge to Civil and Work-Related Leave only for the time away from work that is necessary to perform the appropriate duties plus reasonable travel time. Documentation of the event shall be presented to

KING GEORGE COUNTY HUMAN RESOURCES POLICIES AND PROCEDURES

the employee's department director to verify that it qualifies the employee to use Civil and Work-Related Leave.

Civil and Work-Related Leave is not granted for use by an employee:

- who is a defendant in a criminal matter, where criminal matter means either an alleged misdemeanor or felony,
- who has received a summons to appear in traffic court (except as a witness), or
- who is a party to a civil case, either as plaintiff or defendant, or who has any personal or familial interest in the proceedings.

5.9 Leave Without Pay

The County Administrator shall be notified in writing of all occasions an employee is in a nonpaid status in excess of three (3) workdays in a given month and where such leave is not protected under Worker's Compensation and/or the Family Medical Leave Act. In situations of three (3) workdays or less, the department should maintain the appropriate documentation and report time not worked through time reporting as a "dock" Leave Without Pay status. Exempt employees may be docked for leave taken without pay at the employee's request in full day increments only.

- A. For absences from duty, department directors may authorize Leave Without Pay up to three (3) workdays in a given month; however, such leave usage is not guaranteed. If absence is for medical reasons, provisions for returning to work under Section 5 should be followed.
- B. The maximum duration of such absences shall be determined by the County Administrator who should be particularly cognizant of any leaves of absence without pay exceeding 90 calendar days unless such leave is protected under law.
- C. The leave accrual date of any employee returning from a Leave Without Pay status shall be adjusted based on the number of days absent.
- D. No annual or sick leave shall be accrued by an employee who is in a Leave Without Pay status unless protected by law. An employee on Leave Without Pay due to suspension based on a criminal investigation will have annual and sick leave balances restored in full if the employee is reinstated.
- E. Health care coverage, short-term disability and group life insurance coverage may be continued by the employee paying the total premiums unless protected by law. All other benefits shall not accrue during the period of Leave Without Pay but shall be reinstated upon return in accordance with these Policies and Procedures. When the employee is on approved worker's compensation and/or family and medical Leave Without Pay, the employee is only responsible for the employee's share of the health insurance premium.
- F. Although an employee may be considered for promotion while in a Leave Without Pay status, the date of the promotion cannot become effective while on Leave Without Pay.
- G. Employees on Leave Without Pay will retain their original evaluation date. Upon return to employment, they will enter the position in the same pay band as when they were put on Leave Without Pay, as if they had never left. The employee may be eligible for a merit increase pursuant to Section 3. Should the evaluation date fall during the period of absence, the department director may request that it be extended until the employee returns to work and is subsequently evaluated. As with any performance appraisal evaluation, the department director

KING GEORGE COUNTY HUMAN RESOURCES POLICIES AND PROCEDURES

may also extend the review date if the department director determines that the employee has not worked a sufficient amount of time to adequately evaluate the employee's performance.

- H. Except under certain provisions of the Family and Medical Leave Act, and when an employee is in approved leave with or without pay status (Section 5), retention of a position for the employee cannot be guaranteed. If the employee desires to return, the County will attempt to locate a comparable position to that held by the employee as of the date of leave approval (and for which the employee meets all qualifications). Return to County employment, if appropriate, shall be treated as a reinstatement (see Section 2).

5.10 Military Leave

A. Upon presentation of a copy of final orders, members of the organized reserve or active duty forces of any of the Armed Services of the United States, National Guard, or Naval Militia are entitled to a paid leave of absence not to exceed 15 workdays per year without loss of accrued leave. Fifteen workdays each fiscal year is normally meant to be consecutive, but may be fragmented or nonconsecutive if supported by military orders. This paid military leave may be taken for annual active duty training and for periods of inactive duty training (i.e., drill) and active duty training (i.e., additional duty so long as the sum of paid military leave does not exceed 15 workdays in any consecutive 12

month period. For employees scheduled to work other than 80 hours per biweekly basis, military leave will be paid in proportion to their respective work schedule. Employees must be in a paid status to be paid for military leave. Absences for military service beyond the 15 workdays will be subject to USERRA and be unpaid by the County.

Members of the organized reserve or active duty forces leaving to perform military service must provide advance written notice to their immediate supervisor, including the best approximation of the expected dates of leave, unless it would be unreasonable to provide notice at the time or he is precluded by military necessity from providing notice. These employees shall also submit leave

request forms indicating the type of leave the employee desires to take (e.g. military leave with pay, military leave without pay, or a combination of types of leave). During military leave without pay, annual leave and sick leave will accrue as if the employee was working. The duration of annual and sick leave may not exceed two years cumulatively. These employees will be afforded reemployment rights and other benefits subject to the requirements of USERRA (the Uniformed Services Employment and Reemployment Rights Act.).

B. Basic Provisions and Requirements for Reemployment:

1. The provisions of USERRA control the County's actions regarding covered employees. This information is general in nature only. For specific information, please contact the Human Resources Division.
The employee must have given notice to their department that he was leaving the job for service in the uniformed services, unless notice is precluded by military necessity or otherwise impossible or unreasonable;
2. The period of covered service must not have exceeded five years;
3. The person must not have been released from service under dishonorable or other punitive conditions; and

KING GEORGE COUNTY HUMAN RESOURCES POLICIES AND PROCEDURES

4. The person must have reported back to the job in a timely manner or have submitted a timely request for reemployment.

C. Under special circumstances, the County Administrator may authorize the County to pay active duty full-time and eligible part-time employees the difference between their military pay and their County pay. In addition, active duty employees may also elect to continue County sponsored benefits paying the same premiums as active employees. The duration of this supplemental pay and/or benefits may not exceed two years cumulatively for any employee.

D. Any eligible employee will receive all benefits provided to them pursuant to the Uniformed Services Employment and Reemployment Rights Act. For further information regarding those benefits, please contact the Human Resources Division.

5.11 Educational Leave

Educational Leave with Pay may be permitted to take a course which will benefit both the employee and the County. The total leave with pay may not exceed four hours per workweek regardless of the number of courses taken. Such leave may be granted only if the course is not available to the employee on off-duty time with the County and if the department director believes that the granting of

such leave will be beneficial to the County. Such leave shall only be granted for one semester at a time. Emergency conditions may require the department director or designee to cancel this approval for leave at any time. The request is to be submitted to the department director and approved by the County Administrator prior to course registration. Appropriate coding on the employee's biweekly time reporting is the responsibility of the employee and the department.

5.12 Bereavement Leave

An employee may be granted up to 24 (36 for 24/7 scheduled Emergency Services Personnel) work hours of paid bereavement leave for the death of a Close Family Member to include an employee's parents, grandparents, grandchildren, spouse, children, brothers, and sisters; or the spouse's parents, grandparents, children, grandchildren, brothers, and sisters; to include step and half-relatives (or a person who is legally acting in one of the preceding capacities); or another relative living in the employee's household. This paid leave is in addition to any leave the employee may have accumulated. These hours must be taken immediately prior and/or immediately subsequent to the day of burial service (or equivalent), including the day of burial services (or equivalent).

5.13 Compensatory Leave

Nonexempt employees may earn compensatory time at the rate of one and one-half hours per hour worked beyond an employee's normal working hours in excess of 40 hours per week. Earning of compensatory time shall be approved in advance by each employee's immediate supervisor. Compensatory time may be used for the purpose of and in lieu of annual and sick leave and shall be taken at a time approved by the employee's supervisor. Compensatory time may be accumulated up to a maximum of 80 hours in a calendar year. A non-exempt employee cannot carry a compensatory balance above 80 hours.

Exempt employees are entitled to work a flexible schedule to meet job requirements.

In situations where an employee's FLSA exemption status changes from non-exempt to exempt and where the employee has accumulated a compensatory leave balance, accumulated compensatory time will be paid.

5.14 Sick Leave Bank

Every regular full-time employee of King George County who accumulates sick leave is eligible to participate in a countywide sick leave bank by initially donating 16 or more hours of sick leave.

Bank benefits are for members only and are available to provide an additional source of paid leave for employees as a result of an employee's or immediate family member's serious health condition. For purposes of the sick leave bank, a serious health condition is defined in accordance with the Family Medical Leave Act of 1993 (FMLA).

A. The Sick Leave Bank program is intended to assist employees who:

- have to take a prolonged absence due to a severe illness or unforeseen personal medical event
- do not qualify for VRS disability or Workers' Compensation
- experience the severe illness of an immediate family member or other unforeseen tragic family or medical event
- do not have any accumulated annual and/or sick leave

B. Membership

Regular full-time County employees who have satisfactorily completed their probationary period with the County are eligible to participate.

1. Membership in the sick leave bank is voluntary on the part of eligible employees.

2. A newly hired regular full-time employee may enroll in the Sick Leave Bank the first of the month upon satisfactorily completing his probationary period. It is incumbent upon the employee to complete an application and submit it to the Human Resources Division with 10 business days after first becoming eligible.

3. An open enrollment period for eligible employees will be held every year. Eligible employees who wish to maintain bank benefits will have to reenroll every year by completing the sick leave bank application.

The employee becomes or continues as a member of the sick leave bank by donating 16 or more hours of sick and/or annual leave the initial year and 16 hours per year thereafter until a total bank of 800 hours of sick leave have been accumulated. An application for membership must be completed prior to becoming a member and an employee must have 16 hours of accrued sick and/or annual leave available for deduction from his account at the time of application.

If total bank hours exceed 800 hours, members renewing their membership will not be required to contribute additional hours for the upcoming membership year.

4. In the event the bank drops below 400 hours, members may be asked to contribute additional days unless they choose not to participate further in the bank.

C. Guidelines

1. A maximum of 240 hours during a rolling* twelve (12) month period may be drawn by any one member from the bank.

KING GEORGE COUNTY HUMAN RESOURCES POLICIES AND PROCEDURES

2. A member of the bank will not be able to utilize sick leave bank benefits until he has depleted all accrued annual and sick leave. If a member is receiving Workers' Compensation and/or VRS disability benefits, they are not eligible to utilize sick leave bank benefits.

A member must make application for this benefit, it is not automatic. As with FML, a physician's certification must accompany the application. This application and the physician's certification must be submitted to the Human Resources Division. The Human Resources Division will evaluate the request and render a decision within one (1) week (5 working days) of receipt of the completed forms. If denied, an appeal may be made to the County Administrator.

3. Bank Leave is intended for a serious health condition(s) as defined by the FMLA of 1993.

4. If an eligible employee suffers a relapse within 240 working hours due to the same illness or disability which necessitated initial utilization of the bank, and has not used the entire 240 hours maximum from the bank in that rolling year, the member will not need to satisfy another waiting period.

5. Members utilizing sick leave days from the bank will not replace those days except as a regular contributing member of the bank.

6. Upon termination of employment, or withdrawal of membership from the bank, a participating employee will not be permitted to withdraw or be paid for contributed days.

7. Bank benefits are for employees' use only. Care of family members must be approved by the Human Resources Division pursuant to the same guidelines as outlined above.

8. Application for family member care must be fully documented with medical information (doctor's certificate, etc.)

9. Other leaves of absences granted by the King George County Personnel Policies and Procedures are specifically excluded from the benefits provided in the sick leave bank benefits. No employee on Worker's Compensation shall be permitted to draw from the bank.

10. The County will continue to provide health insurance for an employee who is on paid Sick Bank Leave. The County will deduct from the employee's leave compensation the applicable costs for maintaining the employee's VRS Retirement and VRS Life Insurance Benefits. The employee will not accrue any type of leave during the Sick Leave Bank benefit period.

11. If for any reason an employee received compensation from Workers' Compensation and/or the Virginia Retirement System (VRS) that coincides with time received by the Sick Leave Bank benefit, then the employee must reimburse the Sick Leave Bank for that portion of leave within 60 days of first receiving compensation.

5.15 Family and Medical Leave Act (FMLA)

- A. Eligibility. The FMLA entitles eligible employees to take up to 12 weeks of unpaid job-protected leave in a rolling 12-month period for specified family and medical reasons. An employee who has been employed by the County for 12 months or more and has actually worked at least 1,250 hours in that 12-month period may be eligible for FMLA job protection status for up to 12 workweeks of unpaid family and medical leave. Spouses employed by the County are jointly entitled to a combined total of up to 12 workweeks of FMLA job protection status for the birth and care of the employee's newborn child, for placement of a child for adoption or foster care, and to care for a parent who has a serious health condition.

KING GEORGE COUNTY HUMAN RESOURCES POLICIES AND PROCEDURES

- B. Coverage. Family leave is leave used for the birth of an employee's child or placement of a child with employee for adoption or foster care. Medical leave is leave used for the care of ill or disabled children, spouse, parents (or the persons who acted in the role of parent when the employee was growing up), or because of a serious condition that makes the employee unable to perform the functions of his position. The FMLA contains provisions on employer coverage; employee eligibility for benefits; entitlement to leave; maintenance of health benefits during leave; job restoration after leave; notice and certification of the need for FMLA leave; and protection for employees who request to take FMLA leave. Leave for birth of and care for a child, or placement for adoption or foster care must conclude within 12 months of the birth or placement.

Pursuant to the National Defense Authorization Act as may be amended, an eligible employee shall be entitled to a total of 12 workweeks of leave during any 12-month period because of any qualifying exigency arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

Service member Family Leave is available to an eligible employee who is the spouse, son, daughter, parent or next of kin of a covered service member for up to 26 weeks during a 12-month period to care for a covered service member recovering from a serious illness or injury.

Under some circumstances, employees may take FMLA leave intermittently in blocks of time, or by reducing their normal weekly or daily work schedule due to the employee's serious health condition or the need to care for the serious health condition of a child, spouse or parent. The County may require an employee requesting intermittent FMLA leave to transfer to a comparable position which is better able to accommodate the employee's irregular schedule while on FMLA leave. When intermittent leave is needed to care for an immediate family member or the employee's own illness, and is for planned medical treatment, the employee must try to schedule treatment so as not to unduly disrupt the employer's operation.

- C. Notice and Certification. When the need for leave under FMLA is foreseeable such as in the case of the expected birth, adoption or foster care placement of a child or planned medical treatment for a serious health condition of the employee or a family member, the employee must provide at least 30 days advance notice to his supervisor. Employees are encouraged to schedule treatment and services in such a way as to limit the amount of disruption their absences will cause in the workplace. In the event that it is not practicable to give such advance notice, due to a lack of knowledge of approximately when leave will be required to begin, a change in circumstances, or a medical emergency, the employee should give as much advance notice as is practicable, ordinarily within one or two business days of when he learns of the need for the leave. An employee's failure to give timely notice could delay his eligibility for FMLA leave. Notice requesting leave under FMLA should be in writing. A Request for Medical Leave form is available through the Human Resources Division.

Regardless of whether an employee requests FML, if an employee meets the eligibility criteria, the County will designate leave as FML when the employee does not have an adequate accumulated leave balance or when an employee is on approved Leave Without Pay for a period greater than 3 work days in a given month.

- D. Medical Certification Requirements: When the necessity for FML exists due to the employee's own serious health condition or the serious health condition of a spouse, parent, son or daughter, the employee must provide, at his or her own expense, certification from the health care provider(s) of the qualifying medical condition and a statement explaining the need for leave. The Certification of Health Care Provider form is available through the Human Resources Division. The County may require a second opinion by a health care provider of its choice, and at its

KING GEORGE COUNTY HUMAN RESOURCES POLICIES AND PROCEDURES

expense. If the two opinions differ, a third opinion may be requested from a provider selected jointly by the employee and the County. This third opinion, to be paid for by the County, is final and binding. The County may also require periodic reports from the employee as to the employee's status and intent to return to work.

- E. Use of Paid Leave: Employees may use paid leave concurrent with FML prior to the use of Leave Without Pay. All absences qualifying for FML, whether paid or not, including absences paid under Worker's Compensation, will automatically count towards the employee's 12-week FML allowance if the employee is otherwise eligible and has not exhausted his or her FML allowance.
- F. Intermittent or Reduced Leave: While most family and medical leave occurrences will require leave to be taken in a single block of several weeks, the employee may request "intermittent" leave or "reduced leave schedule" to care for a seriously ill family member and/or for the employee's own serious health condition where the need for leave is foreseeable and based on planned medical treatment. In the case of the need for a reduced leave schedule or intermittent use of leave, a certification of medical necessity is required from the health care provider and an appropriate work schedule must be planned in advance with the supervisor.

An example of intermittent leave would be the need for chemotherapy treatments over a prolonged period which may not require a continuous absence but rather intermittent absences to attend the scheduled treatments. A reduced work schedule might also be the most effective solution if an employee has shared responsibility with another family member or a third party for

the care of a family member with a serious health condition. Time away from the job on an intermittent or reduced scheduled basis is to be counted hour for hour towards the 12 workweeks allowed under the Act.

If an employee requests intermittent leave or reduced leave schedule, the County may temporarily transfer the employee to an available alternative position with equivalent pay and benefits, if such a position is available, the employee is qualified for the position and it better accommodates recurring periods of leave than the employee's regular job.

- G. Insurance Continuation Privileges: Employees on unpaid leave which is designated as FML will continue to receive, if eligible, health care coverage and life insurance benefits up to the maximum 12 workweeks allowed. These benefits will continue on the same basis as an active employee during this 12-week period. Whether on paid or unpaid leave of absence, the employee must make arrangements to pay their portion of applicable benefit costs. Those on unpaid leave must also make arrangements to continue other deductions, such as optional life insurance premiums.
- H. Effect on Other Benefits: While on FML (paid or unpaid), an employee will continue to receive credit for service for the purposes of leave accrual. FML will be treated as "continued service" for purposes of vesting and eligibility to participate in VRS retirement and life insurance plans. In all cases where an employee is using some form of approved paid leave such as annual and/or sick leave, the employee will continue to accrue leave benefits. If at some point paid leave is exhausted and unpaid leave is taken, employee benefits other than health care coverage and life insurance are discontinued for the duration of the unpaid leave status as follows:
 - 1. Annual, sick, personal, or holiday leave is not accrued for the duration of the unpaid leave.
 - 2. Virginia Retirement System (VRS) contributions will not be made on behalf of an employee on unpaid leave for 30 days or more. Upon return to work, employees are encouraged to contact VRS about the possibility of purchasing the lost service time.

KING GEORGE COUNTY HUMAN RESOURCES POLICIES AND PROCEDURES

- I. Record-Keeping: Once a request has been received, the Human Resources division in coordination with the department must respond promptly, in writing, conditionally approving or denying the leave, and explaining the employee's rights and responsibilities. Departments shall maintain appropriate information including the dates that each employee has taken family medical leave; the number of hours of family medical leave taken by each employee if leave is granted in increments smaller than a day; and records of any disputes between the employer and any employees over the designation of leave as family medical leave.

To track FML hours, department directors shall use the appropriate hours codes when processing payroll to have the leave designated as FML. Copies of all documents, outside of payroll records, shall be sent to the Human Resources Department. The department and the employee are responsible for ensuring that no more than 12 workweeks of FML leave is taken during a 12-month period.

SECTION 6: PERSONNEL MANAGEMENT- EMPLOYEE ORIENTATION, TRAINING, PERFORMANCE MANAGEMENT AND DISCIPLINE

6.1 Orientation of New Employees

The hiring department, in coordination with the Human Resources Division will conduct an orientation-training program with each new County employee normally during the first day of employment. The training goal is to introduce the new employee to the County organization, benefits, rights, privileges, responsibilities, expectations, and other matters related to their employment. Each department is responsible for orienting new employees on specific issues and policies that are germane to that department. Except in unusual circumstances, new employees shall complete appropriate payroll and benefit paperwork on the first day of employment.

6.2 Training

A. The County supports on-going employee development with the goal of providing learning opportunities that change behavior, enable employees to meet the organization's current and future needs and improve employee job satisfaction. The Human Resources Division develops and/or coordinates a variety of training opportunities that enhance employee development. Each department director is responsible for developing on-the-job and off-the-job training programs with emphasis on the training of new employees.

B. Department directors and supervisors periodically will evaluate each employee's knowledge, skills, and abilities according to the employee's duties and responsibilities and recommend informal or formal programs to improve or prepare the employee for career opportunities including the use of individualized learning plans.

C. The department director may permit or require an employee or group of employees to attend training courses when such training is in the best interest of the County.

D. Upon completion of training or educational course work, the appropriate information shall be recorded in the employee's official personnel record, located in the County Administrator's Office. The employee and his department are responsible for alerting the Human Resources Division of employee training and educational accomplishments.

6.3 Tuition Reimbursement

The County offers the Tuition Reimbursement Program to eligible employees for coursework toward a college degree, professional certification, or developmental training to support the County's goal of attracting and retaining a qualified workforce.

The County will reimburse an employee for courses taken, including approved career development programs, under the following terms and conditions:

- A. The employee is regular full-time and has satisfactorily completed his probationary period and is not in a restrictive status.
- B. Courses are directly related to employee's present position. The employee and the department director must be able to demonstrate that taking the course will maintain or improve the skills required for the employee's current job or meet express requirements of the department that are a condition of continued employment, unless otherwise approved by the County Administrator.
- C. Funding is allocated to the Human Resources Division and is determined each fiscal year

KING GEORGE COUNTY HUMAN RESOURCES POLICIES AND PROCEDURES

- D. The employee must complete a Tuition Reimbursement Agreement and provide a course description no less than thirty (30) days prior to the start of the course to his department director. Failure to submit the request timely may cause it to be denied.
- E. The department director will review the Tuition Reimbursement Agreement and if approved, will sign and forward it along with the accompanying documents no less than one week from receipt to the Human Resources Division for verification of available funding. Upon approval, the Agreement will be forwarded to the County Administrator and County Attorney for signature approval.
- F. The County will not pay reimbursement if reimbursement is available through another source (i.e., VA benefits, scholarships, and grants). If an employee has partial eligibility or is receiving partial financial aid, the County shall be limited to the reimbursement of the difference between the amounts available or paid through other sources and the County's reimbursement level.
- G. Reimbursement is limited to tuition only or to those tests for certification which are required before the employee can receive a passing grade (as determined by the institution) in the course. Auditing courses does not qualify for reimbursement.
- H. Reimbursement will be made on an approved course-by-course basis and is contingent upon receiving an acceptable grade of "C" for undergraduate courses, "B" for graduate courses, and "Pass" for Pass/Fail courses. For reimbursement to occur a copy of the Tuition Reimbursement Agreement and grade earned and proof of course must be received by the Finance Department upon successful completion of the course. The employee will be responsible for the tuition cost as stated on the Tuition Reimbursement Agreement form if the course is not satisfactorily completed.
- I. Courses must be taken on the employee's own time unless prior approval is obtained from the employee's department director and the County Administrator.
- J. No part of these Policies and Procedures shall supersede applicable state and/or federal income tax laws.

6.4 Employee Obligation

When an employee requests and receives approval for tuition reimbursement, he agrees to:

- A. Complete the course(s) approved.
- B. Provide the County with a proof of a satisfactory grade for each course approved.
- C. Provide original receipts for approved costs.
- D. Continue to work for the County for at least one year after completing the course(s) or the tuition reimbursement is to be refunded in full.

6.5 Certifications

If the specific certification or license is required for the employee's position and if funds are available, the department shall reimburse the employee for the basic cost for the attainment of the required certification or licensure upon successful completion of the qualifying test or exam.

6.6 Performance Appraisals

Every non-probationary regular full and regular part time employee must be evaluated each December. Performance appraisals allow each supervisor and employee to evaluate the employee's achievements during the past year, the employee's strengths and weaknesses, training opportunities and to address other issues either party would like to discuss to help the employee, and therefore County residents he or she serves, in continually improving performance. The following sets forth the circumstances for performance appraisals.

- A. Annual Pay for Performance Review: Depending upon where the individual is placed in the pay plan, a merit increase may be granted based on the final performance rating. If the employee receives a rating below 2.01, the employee usually will receive up to 90 days to improve his performance before further employment actions may be taken. Unusual circumstances may require more immediate action. Another evaluation will be completed at the conclusion of the extension.
- B. Probationary Review: Upon initial hiring and prior to the granting of regular status, an employee will be evaluated at the one year mark. If the employee is not granted regular status after the initial six-month probationary period, an extension of no longer than six additional months may be granted.
- C. Voluntary Change in Position: Employees who voluntarily change positions shall serve in a conditional status for a period of one year. These employees are subject to a performance evaluation at the six-month mark from the date of the change.
- D. Involuntary Change in Position: Employee who change positions involuntarily are placed in a restrictive status and are subject to a performance evaluation within six-months from date of position change.

6.7 Employee Performance

Supervisors are responsible for setting the performance criteria for each position they supervise. The supervisor should discuss the performance criteria with the employee at the beginning of each evaluation period. After the evaluation period is completed, the supervisor evaluates the employee and discusses the employee's performance relative to the performance criteria.

- A. Probationary Employees: All new employees serving a probationary period are considered to be in a "learning capacity." During the probationary period, supervisors should take special notice of progress made in learning duties and responsibilities of the position. If the supervisor determines, with the department director's support, that the employee is not performing satisfactorily or not making good progress in his job duties, the employee may be dismissed, with approval by the County Administrator. Unusual circumstances may exist which may justify the extension of an employee's probationary period. Such an extension should only be considered when there is every expectation that the additional period will result in fully satisfactory or better performance. If an extension is to be granted, the department director must request this to the County Administrator stating the length of the extension and the reason for the extension.
- B. Non-probationary Employees: Even with the required satisfactory probationary period behind them, some employees will occasionally fail to meet acceptable standards of performance and behavior. If the department director determines with the County Administrator's approval that the employee is not performing satisfactorily, the employee may be placed on restrictive status. The date of the annual performance appraisal may also be extended with the expectation that satisfactory performance will again be realized.

6.8 Eligibility for Pay for Performance Increase

Employees must receive an acceptable or better rating on their annual evaluation to be eligible for a merit increase (see criteria below). Employees hired after June 30 will not be eligible for a merit increase in the next fiscal year.

- 4.01 – 5.0 – (Exemplary Performance in most or all areas)
- 3.01 – 4.0 – (Excellent Overall Performance in most or all areas)
- 2.01 – 3.0 – (Performance Meets or Exceeds all Standards)
- 1.01 – 2.0 – (No Increase, Employee's performance requires improvement and re-evaluation)
- 0.00 – 1.0 - (Unsatisfactory, possible disciplinary action)

Adjustments will be effective on the 1st full pay period in January of each year, and will be subject to budget constraints.

If a Supervisor intends to give an employee a rating below 2.01, he must notify the County Administrator within at least 10 working days before the evaluation date. Employees receiving a rating below 2.01 will be reevaluated again in three months. Those employees will not be granted an adjustment until they have completed six months (2 evaluations) of satisfactory service above 2.01.

6.9 Signing of Performance Appraisal Forms

The evaluation is not considered complete until appropriate blocks have been marked and the department director has signed it. The employee, rater, reviewer (if appropriate), and department director shall sign the appraisal form. If the employee refuses to sign, it should be so noted. The employee may include comments on the rating form where indicated.

The County Administrator has the final authority with respect to performance appraisal and pay for performance increases. The department director also must approve performance appraisals in writing. A supervisor's evaluation of an employee may be amended by the department director and/or the County Administrator before it becomes final.

6.10 Employee Service Awards

The intent of the County's Employee Service Awards Program is to recognize King George's employees for their dedicated service to the County and its residents; to impress upon each employee that his service to the County plays an important role in achieving the overall goals of County government; and to encourage career employment in public service with the County of King George.

A. Eligibility: Employees in all authorized regular full-time and regular part-time positions who are scheduled to work a minimum of 20 hours per work week and whose positions are funded wholly or partially by the County.

B. Computation

1. Awards shall be made based on continuous service to King George County.
2. Service for temporary and/or part-time work performed immediately prior to placement in an authorized position shall not be credited to an employee's award service date.
3. Employees will be eligible to receive awards after the completion of each 5-year interval of service beginning with year 5 (i.e., 5 years, 10 years, 15 years, etc.).

KING GEORGE COUNTY HUMAN RESOURCES POLICIES AND PROCEDURES

4. Effect of reinstatement on continuous service: Employees returning to the County's service shall be credited for prior eligible County service provided they are reinstated within 6 months from their date of separation and provided the separation was voluntary.

5. Effect of transfers on continuous service: Transfers made within the various County Government departments shall have no effect on an employee's service date provided there is no break in service at the time of transfer.

C. Termination of Service

1. Any break in service for a period longer than 6 months shall eliminate continuous service credit up to the effective date of the break unless such break in service is caused by an authorized leave of absence. Service credit for service awards eligibility shall be given for any approved leave of absence whether with or without pay.
2. Credit for previous service shall not be granted to any employee who is terminated from the County either voluntarily or involuntarily and who is away from the County's service in excess of 6 months.

D. Types of Employee Service Awards: Employee Service awards given are those determined by the County Administrator to be appropriate.

E. Administration

1. Awards shall be presented during ceremonies sponsored by the Board of Supervisors. Such awards shall be given to any eligible employee who is still in the County's service at the time of the ceremony or who has recently officially retired from County service.
2. The Human Resources Division shall maintain records of those persons eligible to receive service awards. It shall be the responsibility of the department director to keep the Human Resources Division timely informed of any conditions affecting an employee's service credit.

6.11 Employee Discipline and Performance Counseling

Standards of Behavior - Each supervisor is to try to maintain consistent, fair, and high standards of behavior for all employees. Employees are expected to promote respect and professionalism in the provision of County services. King George County employees are expected to comply with the proper order of an authorized supervisor; to treat individuals including subordinates, coworkers and managers with respect, courtesy and tact regardless of sex, age, race, color, religion, creed, national origin or disability; to dress in appropriate attire, uniform or safety equipment as specified by the standards and work policies and procedures for their respective positions; to maintain confidentiality with regard to citizen or customer information; to promote safe operations and comply with all appropriate safety and health regulations; to promptly report safety and health hazards so that they can be corrected before injuries result; to render full and efficient service and provide the highest levels of customer service possible; and to comply with the Policies and Procedures governing hours of work, absences, use of leave.

6.12 Conflict of Interests

As provided in the Virginia Conflict of Interests Act, no employee shall engage in any private financial or other interest which may impact the performance of his official duties. Questions concerning the interpretation or application of this or any other provision of the Act should be directed to the County

KING GEORGE COUNTY HUMAN RESOURCES POLICIES AND PROCEDURES

Administrator for referral to the Commonwealth's Attorney.

Employees are also bound by the additional guidance as outlined below:

- A. **Incompatible Employment.** No employee shall engage in or accept other employment or render services for private interests when such employment or service is incompatible with the proper discharge of his official duties or would impair his independent judgment or action in the performance of his official duties. With written approval, employees may engage in other employment that does not interfere with or present a conflict of interest with his County employment. Prior to an employee accepting outside employment, the employee is required to complete a Secondary Employment Request/Conflict of Interests Form, and obtain the necessary signatures as required. This form will be placed in the employee's personnel file once fully reviewed.
- B. **Disclosure of Confidential Information.** No employee shall, unless otherwise approved by the County Administrator, disclose confidential information concerning the property, government, or affairs of the County, which would advance the financial or other special interest of himself or others.
- C. **Gifts and Favors.** No employee shall accept any money, loan, gift, favor, service, or business or professional opportunity that reasonably tends to influence him in the performance of his official duties.
- D. **Representing Private Interests before County Agencies or Courts.** No employee shall represent any private interest before any agency of the County, unless he is doing so as a member of a civic organization or is speaking on an issue of general public interest.

Employees shall contact the County Administrator when any potential conflict arises to ensure that a conflict does not exist with his regular position.

6.13 Political Activities

- A. No employee may be deprived of the right to vote, to express opinions or to join in any political organization provided such activities do not interfere with job performance.
- B. No employee shall be required to make contributions of money, time or any other thing of value to any political party, candidate or other political organization.
- C. No employee shall hold a federal, state, or local elected public office. Appointments to public advisory bodies are subject to approval of the County Administrator.

6.14 Secondary Employment

Without prior written approval, no employee shall engage in any other employment that affects, or is likely to affect, his usefulness as a County employee. This includes but is not limited, to employment or activities with any private or public business or organization. The maximum number of hours which may be allowed for all secondary employment is 24 hours per week for full-time employees. Some County Departments may limit total secondary employment to fewer hours. The County Administrator has the authority to make exceptions. When illness or injury prevents an employee from performing fully his duties and responsibilities, approval of the secondary employment is automatically rescinded until the employee returns to work on his primary job. No property belonging to or under contract to the

KING GEORGE COUNTY HUMAN RESOURCES POLICIES AND PROCEDURES

County may be used for secondary employment activities.

Any employee wishing to engage in any employment, activity, business or profession secondary to his primary job with the County shall submit a Secondary Employment Request/Conflict of Interests Form for review and required signature approvals to the employee's department director in advance of such employment. Failure to do so may be cause for disciplinary action up to and including termination. Once fully reviewed, the form shall be submitted to the Human Resources Division for recordkeeping and notification to the employee. If approved, secondary employment approvals may be rescinded by the department director or County Administrator for good cause with notice to the employee.

6.15 Hatch Political Activity Act

Under the Hatch Political Activity Act, 5 U.S.C. §§1501 through 1508, officers and employees of a local government (such as the County) whose principal employment is in connection with an activity financed in whole or in part by loans or grants made by the United States or a federal agency are prohibited from using their influence to affect the result of an election, attempting to coerce or advise another local (i.e., County) employee to make a political contribution, or being a candidate for public office in a partisan election. For additional information, contact the County Administrator or the County Attorney's Office.

6.16 Internet Policy.

The County encourages employees to use all tools at their disposal for the efficient and quality provision of County services including the internet. However, the County recognizes that any tool may be subject to abuse and to prevent such abuse, has established a specific policy regarding internet usage more fully set forth in Section 7.

6.17 Progressive Discipline.

There are several acceptable disciplinary actions which can be used in a progressive manner depending on the nature and seriousness of the problem and the employee's work record to ensure that County employees are behaving consistently with the County's high expectations of public service. At a written reprimand or more serious disciplinary action, the employee is automatically placed in a restrictive status not to exceed 90 days unless circumstances warrant acceleration of this period.

- A. Oral Reprimand: The supervisor will meet privately with the employee and explain the nature of the infraction or performance problem giving the employee an opportunity to explain and ask questions. This reprimand does not have to be submitted to the employee's personnel folder but the supervisor should document the counseling session.
- B. Written Reprimand: A written reprimand documenting the offense or performance weakness, outlining the details of the offense or performance problem and recommending a disciplinary or improvement course of action. Copies of any written reprimand action should be retained by the supervisor with a copy given to the employee and a copy sent to the Human Resources Division for the employee's official file.
- C. Suspension: The removal of the employee from job duties for a determined period of time. Suspensions must be documented in the official central personnel file, recommended by the immediate supervisor, and reviewed and approved by the department director or designee. All suspensions for nonexempt employees are without pay and depending upon the circumstances and consistent with the Fair Labor Standards Act, exempt employees also may have suspensions without pay. The County reserves the right to stop an employee's direct deposit under a

KING GEORGE COUNTY HUMAN RESOURCES POLICIES AND PROCEDURES

disciplinary situation. The length of the suspension will depend on the seriousness of the offense. A suspension can be immediate or scheduled when it will be most effective.

Regular full-time employees who are suspended without pay for more than 10 hours in a given pay period will not accumulate annual or sick leave during that suspension without pay. Other benefits will continue if sufficient income is received to cover deductions.

Employees may be suspended without pay for various reasons to include the pending outcome of an administrative investigation. If the employee is charged with a criminal act, the outcome of the criminal case will not necessarily affect the outcome of the administrative investigation or the employment status of the employee. In no case shall an employee be suspended for a period in excess of one (1) year.

- D. Reduction in Pay: Pay may be reduced temporarily or permanently within the same pay band as approved by the department director and the County Administrator.
- E. Demotion: Movement from one classification to another with a lower pay band approved by the department director and the County Administrator. If the demotion is specified as temporary, the length of the demotion shall be given.
- F. Docking of Pay

Exempt employees will not be docked for periods of absence from work of less than one full workweek except:

- 1. When the docking occurs during the first or last week of employment;
- 2. When accrued sick or annual leave has been exhausted;
- 3. The employee is suspended for an infraction of a safety rule of major significance.

All disciplinary suspensions for exempt employees, other than what is stated above, must be for a full workweek, Monday through Sunday. This subsection does not apply to nonexempt employees.

- G. Dismissal: Before a non-probationary employee may be dismissed, the department director will provide the employee with an explanation of the County's evidence and an opportunity to present the employee's side of the story. If the employee is dismissed, such dismissal shall be effective immediately unless there are extenuating circumstances, which the County Administrator determines require that the effective date of dismissal occur at a later date or time. Before dismissing any employee, the department director shall notify the County Administrator, or his designee, of the proposed dismissal and the reasons for the proposed dismissal. The County Administrator must approve all dismissals.

6.18 Disciplinary Infractions. Typical reasons for disciplinary action including dismissal include, but are not limited to, the following:

A. Neglect of Duty: Flagrant or repeated poor performance; noncompliance with applicable policies and procedures, laws and regulations; loafing or sleeping on the job; misuse or abuse of time during work hours, etc.

B. Unauthorized Absences: Employees may not take time off which has not yet been earned. All permitted leave by County policy or as provided by state or federal law, either with or without pay, must be authorized or acknowledged by the Employee's supervisor.

KING GEORGE COUNTY HUMAN RESOURCES POLICIES AND PROCEDURES

C. Drugs/Alcohol: Refusal to submit to testing or testing positive for illegal drugs or alcohol.

D. Intoxicated/Drugged: Manufacturing, distributing, possessing, using or being under the influence of alcohol or illegal drugs while at work or on County premises, or while driving a vehicle on County business. For purposes of this rule, illegal drugs include prescription drugs which were not prescribed for the employee or which are taken in a manner other than that prescribed by the treating physician. A violation of the County's drug and alcohol policy would be grounds for dismissal.

E. Insubordination: Refusal to perform assigned duties after the duties have been explained to the employee; refusal to comply with a lawful, direct order of a superior; use of physical violence or offensive/profane language to a superior, co-worker, or the public; actions which are contrary to the clear direction or request of a supervisor or other manager; open defiance to the supervision or request of a superior, co-worker or member of the public; engaging in intentional conduct which undermines the ability of the County to provide County services.

F. Gross Violation of Acceptable Behavior: Any activities disrupting job duties or normal work routine; creating a risk of danger to the safety of others; provoking, instigating, or participating in a fight on duty or on County property. County employees are representatives of the County to the public and, as such, are expected to conduct themselves in a manner which is respectful, helpful and professional.

G. Misuse of County Property: Negligence in the care and handling of County property, unauthorized or inappropriate use of County property or equipment, intentional abuse or destruction of County property, theft of County property, or of another employee's property. Any County issued vehicles, materials, uniforms, equipment and/or supplies used by or assigned to a County employee are for official County business only. Any unauthorized or inappropriate usage is strictly prohibited. Any and all of these items shall be returned to the County prior to the employee's date of separation.

H. Incompetence: Incompetence in the performance of required job duties. Employees who are unable to meet the reasonable expectations for County employment performance including employees receiving reasonable accommodation as required under the ADA may be terminated after written notice of their failing and at least thirty (30) days within which to correct or improve their performance to acceptable levels. The County is committed to providing high quality services to County residents and expects its personnel to be committed to excellence and a service-oriented attitude in assisting County residents.

I. Falsification of Information: Falsification of personnel records, time records, or any other County and employee record or report. The County demands accuracy in the provision of information. If any employee has a question about the preparation of a report or other record, the employee may consult his supervisor or the appropriate manager for further guidance.

J. Conviction: Conviction of a felony or conviction of any misdemeanor involving a sex offense, a crime of moral turpitude, or any other offense which demonstrates dishonesty.

K. Changes in Position Requirements: Which make the employee unable to perform satisfactorily and when the County Administrator is unable to place the employee elsewhere in the County service.

L. Unlawful Discrimination: Sexual harassment or any other discriminatory conduct inconsistent

KING GEORGE COUNTY HUMAN RESOURCES POLICIES AND PROCEDURES

with sound merit principles. Disciplinary action may be taken for conduct which is below the threshold for legal liability under applicable civil rights statutes but which, nonetheless, is inconsistent with the standard of conduct deemed acceptable by King George County. King George County is committed to a workplace free from discrimination and harassment based on any protected characteristic.

M. Weapons: The possession of any weapon(s) by an employee is prohibited at any County worksite including, but not limited to, County buildings or premises, County vehicles, any building used by the County, or any non-County property during any County-sponsored event, activity, or function. This may not apply to sworn law enforcement or authorized Emergency Services personnel.

N. Conduct Unbecoming a County Employee. Engaging in criminal, dishonest, rude, unprofessional, immoral or disgraceful conduct prejudicial to the County either on or off the job.

O. Violating the Public Trust. Dispensing special favors or privileges or making private promises to anyone or accepting favors which might be construed as influencing the performance of County duties.

P. Failure to Perform Satisfactorily. Employees should be given a written notice of their failure to perform their job satisfactorily including the expectations for appropriate performance with at least thirty days within which to improve their performance before dismissal may be recommended.

Q. Operating County vehicular equipment without a valid operator's license.

R. Using information received confidentially in the performance of County duties as a means of making private profit for himself or other third parties.

S. Soliciting or accepting anything of value in return for performing or refraining from performing an official act.

T. Using County facilities, equipment, property or manpower for other than officially approved activities, such as excessive use of a telephone for personal reasons during business hours or charging long distance telephone calls to the County.

U. Attendance. Arriving late for work consistently.

V. Engaging in outside employment without approval of the department director or designee.

W. Abusing supervisor authority such as gross favoritism, harassment or mistreatment of employees.

X. Knowingly operating a vehicle on County business with a revoked or suspended operator's permit.

Y. Violating any County policy or regulation not specifically set forth in this section.

KING GEORGE COUNTY HUMAN RESOURCES POLICIES AND PROCEDURES

SECTION 7: EMPLOYEE RESPONSIBILITIES

7.1 KING GEORGE COUNTY COMPUTER SYSTEMS AND INTERNET USE POLICY

PURPOSE

King George County provides computer systems, including access to the Internet, to facilitate resource and information sharing, innovation and communication. The Board of Supervisors intends that the computer systems be used: (1) for the purposes of work, communication or research consistent with the Board of Supervisors' objectives; (2) for legitimate County business; and (3) in accord with the mission or administrative functions of the County. This policy sets forth the standards to which users must adhere in their use of the County's computer systems.

EXEMPTIONS

The privacy waiver provisions of this Policy do not apply to those computer systems otherwise protected by law, including but not limited to the secure records of the offices of the Clerks of Court, the Sheriff's Office, the Office of the Commonwealth's Attorney, Treasurer, Commissioner of the Revenue and Registrar. No portion of this policy applies to those computer systems used for law enforcement purposes by the Offices of the Sheriff and/or Commonwealth's Attorney.

SCOPE

This Policy applies to all County employees who have access to any King George computer system. All users of the County's computer systems have the responsibility to use this system in a considerate, ethical, and lawful manner.

PRIVACY WAIVER

Any person using any County computer system acknowledges that they have no expectation of privacy whatsoever in any matter connected with such use. They further hereby unconditionally waive any privacy interest in any such work or material and consent to monitoring and/or search of such use and/or work without process, suspicion or notice.

DEFINITION

"Computer systems" means: hardware, software, data communication lines and devices, terminals, printers, CD-ROM devices, tape drives, servers, mainframe and personal computers, the Internet and other internal or external networks, and data compilations of any kind generated from any computer system.

"Account" means: the authorization to access computers or networks owned, leased or maintained by the County or accessed utilizing County assets.

GOVERNING PRINCIPLES

The Board of Supervisors has chosen to govern the use of King George County's computer system through the establishment of this policy. The County's computer systems are not public fora. Violations of any of the provisions of this policy may result in disciplinary action, including but not limited to, the following: loss of accounts, loss of access, suspension or termination of employment, or legal action.

POLICY

I. Responsibilities

A. Use of Accounts

KING GEORGE COUNTY HUMAN RESOURCES POLICIES AND PROCEDURES

All accounts established by the County are the property of King George County. The County authorizes the use of the accounts for specific purposes. Since accounts have real value, attempts to circumvent the account, system, to use the accounts of others without authorization, or to use accounts for other than their intended purposes are all forms of theft or misappropriation of public resources and shall be deemed a violation of this policy. An authorized user of an account may not use the account for personal gain, disclose its password, or otherwise make the account available to others who have not been authorized to use the account.

B. Integrity of the Network and Operating Systems

Users shall not utilize programs that harass other users of the facility, infiltrate the systems and/or damage the software or hardware components of the system. Since all users depend on the availability and integrity of the network systems, defects discovered in systems accounting or systems security shall be reported to the appropriate systems administrator so that steps can be taken to investigate and solve the problem. Use of the electronic communication facilities to send fraudulent, harassing, obscene, indecent, profane, threatening, or intimidating messages is prohibited. Use of the electronic communications facilities to receive, review, or download obscene, indecent, profane, or illegal messages or materials is prohibited. Intentional damage of the systems is prohibited.

C. Privacy of Other Users

Users shall not intentionally seek or provide information on, obtain copies of, or modify data files or programs belonging to other users without appropriate authorization. Attempts to gain unauthorized access to information of others without their permission will be treated as a violation of this policy. Unauthorized searching through directories to find unprotected information likewise is a violation. Systems Administrators will respect the privacy of accounts. Users, when requested, shall cooperate with Systems Administrators in investigations of systems abuse.

D. Use of Facilities and Equipment

Each network site has policies that govern the use of equipment and facilities at that site. Violation of facility policies shall be deemed a violation of this policy. Each site has operators, consultants, and/or supervisors who have been given the responsibility to supervise the use of that site. Users shall cooperate with site supervisors at all times.

II. Administration and Enforcement

A. The County's computer systems are not public fora. The County computer systems are not for personal use.

B. Any communication or materials located on, disseminated through or used in conjunction with the computer systems, including electronic mail or other files deleted from a user's account, may be monitored or read by County officials, without notice to or recourse by the user.

C. Use of the computer systems for research and communication purposes is a privilege, not a right. Administrators, supervisory personnel, department heads, and other employees may be required to meet qualifications for use of the computer systems for continued employment.

D. The failure of any employee to follow the terms of this policy or any accompanying regulation may result in loss of computer systems privileges, disciplinary action, and/or appropriate legal action.

E. King George County is not responsible for any information that may be lost, damaged, or unavailable

KING GEORGE COUNTY HUMAN RESOURCES POLICIES AND PROCEDURES

when using the computer systems or for any information retrieved via the Internet. Furthermore, King George County will not be responsible for any unauthorized charges or fees resulting from access to the computer systems.

F. All use of King George County's computer systems shall be consistent with the Board of Supervisors' goal of promoting excellence by facilitating resource sharing, innovation and communication.

III. Authorization of Use

Each administrator, department manager, supervisor or employee whose duties include authorizing employees or volunteers to use of the computer systems, shall ensure that these regulations have been discussed with the employee or volunteer prior to authorizing the use.

IV. Computer Systems Use – Terms and Conditions

A. The following terms and conditions apply to any and all users of the County's computer system:

1. **Acceptable Use:** Use of the County's computer system shall be: (1) for the purposes of work, communication or research; (2) consistent with the Board of Supervisors' policies; and (3) for legitimate County business.

2. **Privilege:** The use of the County's computer systems is a privilege, not a right. The County has agreed to extend this privilege to include certain limited personal use. Personal use of the County's computer systems shall be limited to those times and places that do not interfere with the ability to perform your job and do not interfere with or endanger the workings of the County and the computer systems themselves.

3. **Unacceptable Use:** Each user is responsible for his actions on the computer systems. Prohibited conduct includes:

- Using the network for any activity which results in a violation of copyright, license agreement or contract;
- Transmitting, sending, receiving, viewing or downloading any material in violation of any federal, state or local law;
- Using the computer systems for private financial or commercial gain;
- Knowing and intentional waste of systems resources, such as file space;
- Gaining unauthorized access to resources or entities within or without the County systems, or any form of hacking;
- Posting material authorized or created by another without his consent;
- Using the computer systems for commercial or private advertising;
- Submitting, posting, publishing or displaying any obscene, profane, threatening, illegal, or other inappropriate material via the computer systems;
- Using the computer systems without authorization, or while access privileges are suspended or revoked;
- Vandalizing the computer systems, including destroying data by creating or spreading viruses or by other means.

4. **Network Etiquette:** Each user is required to abide by generally accepted policies and procedures of etiquette, including the following:

- Be polite;
- Users shall not forge, intercept or interfere with e-mail messages;
- Use appropriate language. The use of obscene, lewd, profane, threatening or disrespectful language is prohibited;

KING GEORGE COUNTY HUMAN RESOURCES POLICIES AND PROCEDURES

- Users shall not post personal contact information about themselves or others;
- Users shall respect the computer systems' resource limits;
- Users shall not post chain letters or download large files;
- Users shall not use the computer systems to disrupt others;
- Users shall not read, modify or delete data owned by others;
- Users shall not use the e-mail accounts of others without their consent.

5. **Liability:** The County shall not be responsible for any damages to the user from use of the computer systems, including loss of data, non-delivery or missed delivery of information, or service interruptions. The County denies any responsibility for the accuracy or quality of information obtained through the computer systems.

6. **Security:** Computer system security is a high priority for the County. If any user identifies a security problem, the user shall notify the systems administrator immediately. All users shall keep their passwords confidential and shall follow computer virus protection procedures.

7. **Charges:** The County assumes no responsibility for any unauthorized charges or fees as a result of using the computer systems, including telephone or long-distance charges.

Signature of Employee

Date

7.2 Dress Code

The County is a public service organization and expects all employees to dress appropriately for a business environment and in keeping with his work assigned. To maintain the confidence and respect of the citizens of King George County, each employee must exercise good judgment and professionalism in choosing workplace attire. Dress code should support business operations.

This policy establishes a set of guidelines to be used by all employees:

A. Outside of County issued uniforms or County logo apparel, business attire to be worn during the employee's workday includes but is not limited to: suits, sports coats, blazers, blouses, dress shirts (long or short sleeve), polo shirts, sweaters, dress pants, trousers, dresses, capris and skirts that are no shorter than directly above the knee. T-shirts (no graphics) that contain county logo may be worn with jeans which are not torn or form fitting on Fridays unless otherwise approved by the employee's department director for work purposes.

B. Employees working in direct service delivery assignments to include public safety, community development, service authority, general services or other operational/field capacities may be issued workplace uniforms or have standardized work attire requirements. Attire may change to conform to climate conditions with the approval of the department director.

C. Clothing, shoes, jewelry and accessories must not create a safety hazard for the employee or others.

D. All clothing must be in good and wearable condition and shall be worn in such a manner that it does not expose the abdomen, chest or buttocks area.

KING GEORGE COUNTY HUMAN RESOURCES POLICIES AND PROCEDURES

E. Clothing shall not display implied or stated profanity. T-shirts should not be worn unless county issued or containing the King George County logo.

F. Clothing may not display advertisements or logos for alcohol, tobacco products and/or illegal, racial or sexual writings or connotations.

G. Employee shall be clean, well-groomed and demonstrate acceptable personal hygiene.

H. Employees that have a concern with any aspect of the Dress Code policy due to religious beliefs should communicate such to his department director in writing or the Human Resources Division. If an employee makes a request for deviation from this policy based on religious belief, the County will attempt to make a reasonable accommodation.

7.3 Wireless Communication Devices

Wireless communication devices are increasingly used in the workplace because they often boost the productivity of staff that might not have access, at certain times, to other means of communication. Wireless communication devices are also invaluable in crisis situations. The purpose of this policy is to provide guidance to employees on the business use of wireless communication devices and to increase the level of service provided to the County's customers, increase the level of safety for the County employee, and/or satisfy legal requirements. This policy outlines the use of wireless communication devices at work and the safe use of wireless communication devices while operating a vehicle or other heavy equipment or tools.

A. Procedure

It is incumbent upon department directors to ensure that wireless communication devices are provided only to those employees with a demonstrated need for this type of communication. Some suggested criteria for assignment of devices to employees include:

- The employee must be in a position where the preponderance of his or her time is spent out of the office during his or her normal work day;
- Use of a wireless communication device must be essential for the conduct of the employee's work and/or;
- The employee is subject to being contacted for urgent or emergency purposes.

1. A signed authorization from the department director shall be required for the issuance of wireless communication devices. The assigned equipment should not be transferred to other users without an approved written request for assignment by the department director.

2. An employee who leaves County service must return all County equipment, including wireless communication devices, to his department director upon separation.

B. Business Use

1. County issued wireless communication devices shall be used solely for official County business purposes in the most cost-effective manner possible (i.e., using free cellular calls whenever possible), or when other means of communication are not available. Such use is defined to be appropriate when an employee must make a call related to furthering County operations, but does not have access to a regular County telephone, and the contact cannot or should not wait until returning to the office.

KING GEORGE COUNTY HUMAN RESOURCES POLICIES AND PROCEDURES

2. The County encourages employees to be good citizens and use wireless communication devices to report emergency situations to appropriate authorities. The County discourages the disclosure of wireless communication device numbers to members of the public other than for business purposes.

C. Personal Use

1. Employees are expected to exercise good judgment while using wireless communication devices. County wireless communication devices are provided in order to conduct official County business. In addition to County business, wireless communication devices may be used for occasional personal business.

2. Text messaging and internet downloading is prohibited, unless an emergency condition warrants such action. The County also prohibits the employee use of the camera phone function in wireless devices in the workplace to secure employee privacy and any confidential and/or proprietary County information except when the camera function is required to record information required for County business.

3. The department director shall be responsible for a regular review of actual usage of wireless communication devices to include incoming and outgoing telephone numbers and time expended.

4. Violations of County regulations governing use may result in the employee's loss of the wireless communication device or other appropriate disciplinary action.

D. SAFETY

Employees whose job responsibilities include regular or occasional driving and who are issued wireless communication devices for business use shall limit use while driving whenever possible. Use of personal wireless communication devices while operating County vehicles or equipment shall also be limited whenever possible.

KING GEORGE COUNTY HUMAN RESOURCES POLICIES AND PROCEDURES

SECTION 8: EMPLOYEE HEALTH

8.1 Smoking and Tobacco Use Policy

The County is committed to providing a safe and healthy work environment for employees, citizens, and other users of County facilities. Accordingly, all County-owned and County-leased buildings and vehicles over which the County Administrator has supervision shall be tobacco and smoke-free.

A. Smoking and tobacco use is defined as holding, carrying, inhaling, and exhaling a lighted cigar, cigarette, pipe or any other use of a tobacco product to include chewing.

B. Smoking and use of tobacco will be permitted in designated areas in outdoor areas only.

8.2 ADA Policy

The County shall not illegally discriminate in its employment or personnel practices against persons with disabilities as protected by the Americans with Disabilities Act ("ADA"). The County does not discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability as long as the employee or applicant can perform the essential functions of the job with or without reasonable accommodation. Consistent with this policy, the County will provide reasonable accommodation to a qualified individual with a disability, as defined by the ADA, who has made the County aware of his or her disability (unless such disability is obvious and conspicuous) and requested reasonable accommodation, provided such accommodation does not constitute an undue hardship to the County. Employees or applicants who require accommodation should contact the Human Resources Division or the County Administrator to begin the interactive dialogue about accommodation. Additionally, any employee or applicant who believes he or she has been the subject of discrimination based on his/her disability, should contact the Human Resources Division or the County Administrator.

8.3 Drug and Alcohol Policy

The County is committed to maintaining a safe and healthy workplace for its employees, free from drug and alcohol abuse, and protecting public safety by providing the highest quality of service. All King George County worksites shall be maintained as a drug-free workplace. The use of alcohol, illegal drugs, or the misuse of prescription drugs is not acceptable in the County workplace. Such behavior seriously affects job performance and can create danger to the public and co-workers. In addition, the use of illegal drugs is not acceptable at any time or place.

The County is committed to assisting employees who may be experiencing problems with drugs or alcohol. Our desire to assist employees does not relieve us of our responsibility to maintain a drug-free workplace. The policy and regulations pertaining to a drug-free workplace must be followed by all employees in the County.

- A. No employee shall unlawfully manufacture, distribute, dispense, possess, or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance, as defined in Schedule I through V of Section 202 of the Controlled Substances Act (21 U.S.C. §812) and as further defined by federal regulation in 21 CFR §1300.11 through 1300.15. "Workplace" means any site for the performance of work by a County employee, including but not limited to, any County building or premise; any County-owned or leased vehicle; any building or premise used by the County for County business; and any non-County property during any County-sponsored or County-approved activity, event, or function. "Workplace" also includes all County-owned property such as, but not limited to, offices, desks, lockers, safes, file cabinets, and toolboxes.

KING GEORGE COUNTY HUMAN RESOURCES POLICIES AND PROCEDURES

- B. As a condition of employment, each employee shall notify his supervisor of his conviction of any criminal drug law no later than 5 days after such conviction.
- C. As a condition of employment, each employee shall abide by the terms of this County policy and regulations respecting a drug-free workplace. All County worksites including all County-owned and County-leased property are subject to drug detection inspection at the discretion of the County.
- D. The possession and/or consumption of illegal drugs or alcoholic beverages in the workplace is prohibited.
- E. Failure to comply with this policy or any of its regulations will result in appropriate disciplinary action up to and including termination.

8.4 Drug and Alcohol Testing

- A. Employees may be required to submit to drug and/or alcohol testing in the following cases:
 - 1. Where an applicant for a County position critical to the safety and security of employees or the public has been given a conditional offer of employment, subject to passage of a drug test.
 - 2. Where an employee in a County position critical to the safety and security of employees or the public has been selected for a random drug test by a computer-based program. The percent of employees to be randomly tested may be determined by the County Administrator.
 - 3. Where there is reasonable suspicion that a County employee, regardless of position, is under the influence of illegal drugs or alcohol.
 - 4. Where a County employee, regardless of position, has been authorized to return to work at the recommendation of both their personal physician and the County Administrator after testing positive for drug or alcohol use and after referral to the Employee Assistance Program. Testing may occur on an unannounced basis for 12 months after the employee returns to work.
 - 5. As required by the Omnibus Transportation Employee Testing Act of 1991 and implementing regulations of the Federal Highway Administration (49 CFR, Parts 40 and 382, et. al.) all employees and applicants who hold or are offered a position that requires a Commercial Driver's License (CDL) as a condition of employment and continued employment will be tested for drugs and alcohol under the following conditions:
 - a. Pre-employment (except alcohol)
 - b. Random
 - c. Post-accident-1) The employee receives a citation, 2) a fatality or injury treated away from the scene has occurred, or 3) one vehicle is towed. The employee should be tested for both drugs and alcohol as soon as possible (within 2 hours for alcohol).
 - d. Reasonable suspicion
 - e. Return to work after testing positive and follow-up

KING GEORGE COUNTY HUMAN RESOURCES POLICIES AND PROCEDURES

In all cases, the employee's refusal to submit immediately to a drug or alcohol test when requested, including failure to appear for testing without prior notice acceptable to the County, or a verified positive test finding of alcohol or illegal drug use, or failure to complete a required medical questionnaire will be subject the employee to the full range of disciplinary action up to and including dismissal; or in the case of an applicant, the withdrawal of a conditional offer of employment. The County Administrator shall determine which positions are critical to the safety and security of employees or the public for purposes of this policy and may amend the list of such positions from time to time.

B. Test Procedures in General

The County's drug and alcohol testing program will be administered in accordance with the Department of Transportation Federal Highway Administration Regulations (hereafter referred to as DOT/FHWA) and the Drug-Free Workplace Act of 1988. Detailed provisions are listed in the DOT/FHWA regulations regarding collection, labeling, and transporting the sample. Specific requirements regarding confidentiality are also included. An evidential breath-testing device operated by a trained breath alcohol technician will be used to test for the presence of alcohol. Urinalysis will be used for the detection of controlled substances. All employees tested will be required to sign an authorization and consent form releasing the information to the employer. The testing of the sample will be performed by a laboratory approved by the National Institute on Drug Abuse (NIDA), including a NIDA panel screening with gas chromatography/mass spectrometry (GC/MS) confirmation on all positive tests. The panel includes screening for amphetamines, marijuana, cocaine, opium, and phencyclidine (PCP). The cutoff level for each substance tested for, both drugs and alcohol, will be consistent with those specified by the DOT/FHWA regulations. The cost for all drug tests ordered will be borne by the County. To the extent the County's policies conflict with the federal program as it may be amended from time to time, the federal program's requirements will prevail.

Any employee subject to testing under this policy and regulations will be permitted to provide urine specimens in a manner such that the employee is not observed while actually providing the specimen. If there is reason to believe that the employee has altered or substituted the urine specimen provided, then a second sample will be obtained under the direct observation of a same gender collection site person. Refusal to submit to testing, as defined by DOT/FHWA regulations, including failure to appear for testing without prior notice acceptable to the County, will subject the employee to the full range of disciplinary action, up to and including dismissal; or in the case of an applicant, the withdrawal of a conditional offer of employment.

When a confirmed positive test result for drugs has been returned by the laboratory, the tested employee will be given an opportunity to provide to the County Administrator or his designee appropriate and corroborated information to demonstrate the confirmed positive test result is from a legally prescribed medication or other ingestion. Evidence to justify a positive test result may include, but is not limited to:

1. A valid prescription; or
2. A written statement from the individual's physician verifying a valid prescription.

If the County Administrator or his designee determines there is no legitimate reason for the positive result, the result will then be considered a verified positive test result. If the test result is positive, the employee (other than probationary employees and those listed under the Sheriff's Office and the Divisions of Police and Fire) may be referred to a substance abuse professional unless the positive test result is the employee's second positive or the employee refuses the referral to a substance abuse professional; then the test will be grounds for termination. A satisfactory return-to-duty test must be conducted prior to returning to the job. The employee will be subject to a minimum of 6

KING GEORGE COUNTY HUMAN RESOURCES POLICIES AND PROCEDURES

unannounced follow-up drug tests in the first 12 months following a return-to-duty. The employee may submit a written request for a retest of the original specimen within 72 hours of being notified of a positive test result. The retest will be at the employee's expense. If the employee is employed by the Emergency Services Department, a positive test result shall be grounds for termination. Any probationary employee testing positive without a legitimate medically-approved reason shall be dismissed.

The laboratory may disclose laboratory test results only to the County Administrator or his designee and to the individual test subject. Any positive result which the County Administrator or his designee justifies by acceptable and appropriate medical or scientific documentation to account for the result as other than the intentional ingestion of drugs or alcohol will be treated as a negative test result and may not be released for purposes of identifying drug use or misuse.

If the results of an employee's alcohol test indicate an alcohol concentration of .02 or greater, but less than .04, the employee shall be suspended without pay and shall not be permitted to perform the duties of a position that requires a CDL for at least 24 hours and until a retest indicates an alcohol level of less than .02. If the concentration is greater than .04, the test is considered a positive result and the employee must be evaluated by a substance abuse professional to continue employment with the County. Return-to-duty tests must be conducted prior to returning to the job. The employee will be subject to a minimum of 6 unannounced follow-up alcohol tests in the first 12 months. All positive tests will be confirmed by a second test. The results of these tests will be reported immediately to the County Administrator.

All drug testing information specifically relating to employees and applicants is confidential and should be treated as such by anyone authorized to review such information. The County Administrator or his designee shall maintain all applicable records in accordance with DOT/FHWA regulations.

All records and information of any personnel actions involving an employee with verified positive test results shall be maintained in confidential and secured files in the Human Resources Division of the County Administrator's office and disseminated only to authorized individuals on a confirmed "Need to Know" basis as determined by the County Administrator in accordance with applicable DOT/FHWA regulations.

8.5 Guidelines for Reasonable Suspicion Testing

An employee shall be required to submit to drug or an alcohol test when there is reasonable suspicion to believe the employee has used and is under the influence of drugs or alcohol. A supervisor or other trained County employee will make this decision based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, and/or body odors of the employee. When a supervisor, in his judgment, has reason to believe that an employee has used and is under the influence of drugs or alcohol, the supervisor should ask his supervisor to corroborate the observations. The following examples, alone or in combination, may comprise reasonable suspicion. This list is intended to be illustrative, and not all-inclusive:

- A. Unexplained inability to perform normal job functions.
- B. Smell of alcohol or drugs on breath.
- C. Any unusual lack of physical coordination or loss of equilibrium.
- D. Slurred speech.

KING GEORGE COUNTY HUMAN RESOURCES POLICIES AND PROCEDURES

E. Unexplained hyperactivity or depression and withdrawal.

F. Unexplained inability to think or reason at the employee's normal level.

G. Unusual or bizarre behavior.

During normal working hours if reasonable suspicion is determined, the supervisor shall contact the County Administrator, or his designee, to discuss the observations and to determine the appropriate course of action. If the employee is to be tested, arrangements will be made with the County's designated collection center for the necessary drug or alcohol tests. The employee will be transported to the testing site. If reasonable suspicion is confirmed outside of normal working hours, then the supervisor shall arrange to have the employee transported to the approved collection site. For purposes of these guidelines, normal working hours are considered 8:00 a.m. to 5:00 p.m., Monday through Sunday. A written report of the observations leading to the reasonable suspicion test, signed by the supervisor who made the observation, is to be done within 24 hours of the observed behavior or before the results of the controlled substances test are released, whichever is earlier. All records should immediately be sent to the County Administrator.

If the employee refuses to be tested, the employee shall be immediately suspended from duty and transported home. Further, such refusal shall be the basis for discipline, up to and including dismissal.

For purposes of maintaining a workplace free of drugs and alcohol, the County of King George reserves the right to search all County workplaces, including but not limited to offices, desks, lockers, safes, file cabinets, and toolboxes. Additionally based on a reasonable, good faith, objective suspicion of a public danger, appointing authorities may search not only an employee's work area, locker, or desk but also personal property which may include a briefcase, purse, lunch box, backpack, or car while on the County's premises

8.6 Positions Subject to the County's Drug and Alcohol Testing Program

The following list may be periodically revised by the County Administrator:

Classification/ Title	Applicant Testing		Random Testing		Reasonable Suspicion or "For Cause" Testing		Post Accident	
	D	A	D	A	D	A	D	A
All County Employees					X	X		
Employees required to possess a Commercial Driver's License (CDL)	X		X	X	X	X	X	X
Emergency Services: Uniformed	X		X		X	X	X	X
Emergency Services Personnel	X		X		X	X	X	X

D= Drugs
A= Alcohol

8.7 Privacy of Information

Department directors are to develop and administer privacy policies and procedures in compliance with applicable local, state, and federal policies and procedures, regulations and statutes. Specific privacy policies and procedures must be developed at the department level because departments conduct their business operations using different methods based on the nature of their work. The department director shall take into account the most efficient and effective methods for ensuring the protection of personal information while promoting consistency in the management of personal information throughout the department. The County Administrator and County Attorney will be available to assist departments in developing departmental procedures. The County Administrator shall provide training as needed for departmental staff assigned responsibility for drafting policies and procedures related to privacy.

SECTION 9: SEPARATIONS

9.1 Notification of Separation.

Employees may leave County service in a variety of ways further outlined below. When an employee's employment is terminated regardless of reason, the employing department shall notify the Human Resources Division by completing a Personnel Action Form as soon as the termination is known. Complete information surrounding the reasons for separation should be included. The same procedure should be followed to notify the County Administrator of suspensions and leaves of absence.

9.2 Resignation.

An employee may resign from the County in good standing by submitting a letter to the department director or designee, including the reason(s) for leaving and giving at least 2 weeks' notice. The Deputy County Administrator and department directors may resign from the County in good standing by submitting a letter to the County Administrator, or appropriate official, including the reason(s) for leaving and giving at least 4 weeks' notice.

A. In the event an employee is within his probationary period, the aforementioned 2 or 4 week notice period is encouraged, but is not required.

B. Once a resignation is submitted by the employee, it may not be withdrawn unless the County Administrator agrees to such withdrawal in writing.

C. The County Administrator may accept an employee's resignation and require that the employee leave immediately.

D. Employees may resign effective immediately but such resignation will not be in good standing for purposes of considering re-employment by the County.

9.3 Retirement.

Retirement is a separation that can be initiated by an eligible employee covered by the Virginia Retirement System (VRS) and/or Social Security Administration.

9.4 Disability Separation.

If an employee is separating County employment due to an illness or injury, which keeps the employee from performing the essential functions of the job, the employee should contact the Human Resources Division to discuss benefit options. These options could include long-term disability and/or disability retirement. The separation needs to be coordinated with workers' compensation benefits if the illness or injury is work related and has been ruled as compensable.

9.5 Separation without Prejudice.

Separation without prejudice shall be used to separate an employee who is unable to report to work due to circumstances beyond his control such as a Layoff or an incapacitating medical condition that is not or cannot be resolved. Further, this policy may apply due to the loss of a required license outside the control of the employee; circumstances causing conflict with County policies such as employment of relatives, or similar situations. Employees shall normally be given at minimum ten (10) business days advance written notice of separation without prejudice.

9.6 Dismissal.

The County Administrator is the only person who can dismiss an employee from employment. An employee may be dismissed for disciplinary infractions as more fully described in Section 6, including, for example but not by way of limitation, neglect of duty, unauthorized absences, testing positive for illegal drugs or alcohol, being intoxicated or drugged while on duty, insubordination, gross violation of acceptable behavior, misuse of County property, incompetence, falsification of information, conviction of a felony or crime of moral turpitude, change in position requirements, unlawful discrimination (including sexual harassment) or behavior which violates the Board of Supervisors' intentions regarding an EEO workplace, the possession of any weapon(s), conduct unbecoming a County employee, violating the public trust, civil or criminal offense, protracted less than satisfactory performance, operating County vehicular equipment without a valid operator's license and/or for other reasons

Before a proposed dismissal, a non-probationary employee will be given an explanation of the facts giving rise to the dismissal and an opportunity for the employee to present his side of the story. A non-probationary employee who is dismissed may seek redress through the County's Employee Grievance Procedure, some exceptions apply. Probationary employees are not eligible to use the County's Employee Grievance Procedure pursuant to state law.

9.7 Layoffs.

The following procedure shall apply to a reduction in the workforce of the County caused by adverse economic conditions, reorganization by and within the County, lack of sufficient work, abolishment of positions fully funded by the County, or by other related incidents directly and solely caused by the County.

The County Administrator has the right and obligation to manage the personnel workforce to the best interest of the County and may require implementation of this layoff procedure. Unless specific instructions are received from the County Administrator, the following will serve as the general procedure for a layoff for positions funded in total by the County.

A. The County has provided procedures for the removal of employees for unsatisfactory performance and for disciplinary reasons; therefore, it will be assumed that all employees, unless otherwise noted as probationary, restrictive or conditional, are serving in a satisfactory manner. The length of continuous County service will provide the primary basis for determining the order of layoff to provide for a uniform, fair, equitable, and effective base for the determination of layoffs. Extraordinary circumstances may cause other considerations to be the basis for determining order of layoff as approved by the County Administrator including, but not necessarily limited to, past performance, skills or training needed in other available positions or other considerations to ensure quality service for County residents.

B. A layoff will be managed on an individual departmental basis. The department director unless otherwise directed by the County Administrator or his designee, will have the responsibility for the identification of organizational sections, job classifications, positions, and individuals affected. Additionally, the department director will recommend the order for layoff by classification with information provided to the County Administrator. Once that order has been determined, if there is more than one person in this classification, the employee with the least amount of continuous County employment will be the first to be laid off unless the County Administrator approves an alternate plan.

KING GEORGE COUNTY HUMAN RESOURCES POLICIES AND PROCEDURES

C. In all cases where a layoff necessitates the actual removal of personnel, upon identifying classification(s) to be affected, the following order of priority will be considered within the specified classification unless an exception is granted by the County Administrator:

1. Temporary or seasonal employees.
2. Hourly employees.
3. Provisional employees in authorized positions.
4. Part-time employees in authorized positions.
5. Probationary employees.
6. Full-time employees in authorized positions.

- D. In so far as practical, all employees to be laid off will be provided with a minimum of 10 business days written notice, subject to availability of funding.
- E. When employees are formally designated to be in a lay off status, the County Administrator may suspend normal recruitment processes in an attempt to reassign employees affected and whose performance is acceptable. Several methods may be used and include the following:
1. The employee will be encouraged to apply and compete for vacancies available;
 2. The employee will be considered or reassigned to a vacant position in the same pay grade for which he or she meets the minimum qualifications;
 3. The employee will be considered or reassigned to a vacant position in a lower pay grade for which he or she meets the minimum qualifications.

An employee reassigned due to lay off shall have his salary set as defined by the County's Compensation Policies and Procedures. Further, the employee will be placed in conditional status.

- F. Employees who have been laid off due to a reduction in the workforce will be entitled to apply for future employment with the County. Additionally, such affected employees will be given special consideration for a period of 12 months following their separation in any reinstatement or reemployment if a vacancy occurs in the same classification within the same department which they left. This right to reemployment or reinstatement shall be limited to one year from the official date of layoff. All employees who have been laid off will be notified of all internal recruitment processes for a period of 6 months following their separation.
- G. Any employee in the process of another administrative procedure (i.e., grievance) is still covered under this procedure. If such an employee is laid off, he will be entitled to continue to pursue the other administrative procedure if he so chooses. However, it will be done in the status resulting from the effect of the layoff policy.
- H. In a situation where County service can best be achieved through privatization, procurement requests will include a provision or request that the successful bidder provide affected County employees an opportunity to apply for employment.

9.8 Separation Date.

An employee's separation date is the last day that such employee is physically on the job. The County will not be liable for matters affecting the employee following his physical absence from the job. It is not permissible to delay the effective date of termination by any amount of annual, sick or compensatory leave accumulated by the separating employee. Pay for annual and compensatory leave balances to eligible employees shall be paid on a lump sum basis.

If an employee is on approved sick leave, worker's compensation leave, or Leave Without Pay when separated, the effective date of separation will be the actual date of separation as given by the employee and approved by the department director and not necessarily the last day physically on the job. When the effective separation date immediately precedes a holiday, the employee shall not be paid for the holiday since he or she is no longer an employee.

9.9 Final Paycheck and Return of Property.

When an employee terminates from employment, he shall receive his final paycheck on the next regular payday. Prior to the employee's last day of employment he must return all County-furnished equipment (i.e., County vehicles, materials, uniforms, I.D. cards, badges, safety equipment, work tools, equipment and/or supplies, and any other similar items) or satisfactorily account for their loss with the affected department and must settle all financial accounts with the County. The County reserves the right to deduct from an employee's leave payoff the cost associated with all unreturned County property. The County Administrator shall be consulted for clarification or any variation from this policy.

9.10 Exit Interview:

An exit interview is required in all voluntary separations including retirements and is normally held no more than two weeks before the employee's last day of service and shall be conducted by the Human Resources Division. During the exit interview, the employee may discuss his reasons(s) for leaving and learn about the status of benefits, reinstatement privileges and retirement, if applicable. The exit interview is not intended as a counseling or grievance session. The information gained from the employee on subjects such as pay, benefits, training and working conditions provide important feedback that may contribute to improved job satisfaction for County personnel.

SECTION 10: GRIEVANCE PROCEDURES

10.1 Purpose

The following shall be known as the King George County Employee Grievance Procedure, which is established in order to provide a prompt, fair, and orderly method for the resolution of employee grievances, for qualifying employees, as required by Va. Code Section 15.2-1506.

The County retains the exclusive right to manage its affairs and operations.

Speedy attention to employee grievances shall be promoted, consistent with the ability of the parties to prepare for a fair consideration of the issues of concern.

10.2 Definitions

a. A grievance shall be a complaint or dispute by an employee relating to the employee's employment, including but not limited to:

- (i) Disciplinary actions, including, demotions, and suspensions, provided that dismissals shall be grievable whenever resulting from formal discipline or unsatisfactory job performance;
- (ii) The application of personnel policies, procedures, rules and regulations, including the application of policies involving matters referred to in Section 10.3(a) (iii), below;
- (iii) Discrimination on the basis of race, color, creed, religion, political affiliation, age, disability, national origin or sex; and
- (iv) Acts of retaliation as the result of the use of or participation in the grievance procedure or because the employee has complied with any law of the United States or of the Commonwealth, has reported any violation of such law to a governmental authority, has sought any change in law before the Congress of the United States or the General Assembly, or has reported an incidence of fraud, abuse, or gross mismanagement. For the purposes of this subsection there shall be a rebuttable presumption that increasing the penalty that is the subject of the grievance at any level of the grievance shall be an act of retaliation.

b. "County" shall mean King George County, Virginia.

c. "Court" shall mean King George County Circuit Court, Virginia.

10.3 Grievability

a. Complaints.

The following complaints are non-grievable:

- (i) Establishment and revision of wages or salaries, position classification or general benefits;
- (ii) Work activity accepted by the employee as a condition of employment or work activity which may reasonably be expected to be a part of the job content;

KING GEORGE COUNTY HUMAN RESOURCES POLICIES AND PROCEDURES

- (iii) The contents of ordinances, statutes or established personnel policies, procedures, rules and regulations;
- (iv) Failure to promote except where the employee can show that established promotional policies or procedures were not followed or applied fairly;
- (v) The methods, means and personnel by which work activities are to be carried on;
- (vi) Except where such action affects an employee who has been reinstated within the previous six months as the result of the final determination of a grievance, termination, layoff, demotion or suspension from duties because of lack of work, reduction in work force, or job abolition;
- (vii) The hiring, promotion, transfer, assignment and retention of employees within the local government; and
- (viii) The relief of employees from duties of the local government in emergencies. In any grievance brought under the exception to clause (vi) of this subdivision, the action shall be upheld upon a showing by the local government that:
 - 1. There was a valid business reason for the action; and
 - 2. The employee was notified of the reason in writing prior to the effective date of the action.

b. Personnel:

- (i) Unless otherwise provided by law, all non-probationary local government regular full-time and part-time employees are eligible to file grievance with the following exceptions:
 - (1) Appointees of elected groups or individuals;
 - (2) Officials and employees who by charter or other law serve at the will or pleasure of an appointing authority;
 - (3) Deputies and executive assistants to the County Administrator;
 - (4) Agency heads or chief executive officers of government operations;
 - (5) Employees whose terms of employment are limited by law;
 - (6) Temporary, limited term and seasonal employees;
 - (7) Law-enforcement officers as defined in Chapter 5 (§ 9.1-500 et seq.) of Title 9.1 whose grievance is subject to the provisions of Chapter 10.1 and who have elected to proceed pursuant to those provisions in the resolution of their grievance, or any other employee electing to proceed pursuant to any other existing procedure in the resolution of his grievance.
- (ii) The County Administrator, or his designee, shall determine the officers and employees excluded from the grievance procedure, and shall be responsible for maintaining an up-to-date list of the affected positions.

KING GEORGE COUNTY HUMAN RESOURCES POLICIES AND PROCEDURES

(iii) Decisions regarding grievability and access to the procedure shall be made by the County Administrator, or his designee, at any time prior to the panel hearing, at the request of the local government or grievant, within ten (10) calendar days of the request. No county attorney, or attorney for the Commonwealth, shall be authorized to decide the question of grievability. A copy of the ruling shall be sent to the grievant. Decisions of the County Administrator, or his designee, may be appealed to the Circuit Court for King George County for a hearing on the issue of whether the grievance qualifies for a panel hearing. Proceedings for review of the decision of the chief administrative officer shall be instituted by the grievant by filing a notice of appeal with the County Administrator within 10 calendar days from the date of the receipt of the decision and giving a copy thereof to all other parties. Within 10 calendar days thereafter, the County Administrator or his designee shall transmit to the Clerk of the Circuit Court: a copy of the decision of the County Administrator, a copy of the notice of appeal and the exhibits. A list of the evidence furnished to the court shall also be furnished to the grievant. The failure of the County Administrator to transmit the record shall not prejudice the rights of the grievant. The Court, on motion of the grievant, may issue a writ of certiorari requiring the County Administrator to transmit the record on or before a certain date.

(iv) Within 30 days of receipt of such records by the Clerk, the Court, sitting without a jury, shall hear the appeal on the record transmitted by the County Administrator and such additional evidence as may be necessary to resolve any controversy as to the correctness of the record. The Court, in its discretion, may receive such other evidence as the ends of justice requires. The Court may affirm the decision of the County Administrator, or may reverse or modify the decision. The decision of the Court shall be rendered no later than the fifteenth day from the date of the conclusion of the hearing. The decision of the court is final and is not appealable.

10.4 Procedures and Time Limits

- a. The complainant shall submit a complaint within twenty (20) calendar days after the event giving rise to the grievance.
- b. Limits for steps after initial presentation of grievance shall be the same or greater for the grievant than the time which is allowed for local government response in each comparable situation.
- c. Time frames may be extended by mutual agreement of the local government and the grievant.
- d. After the initial filing of a written grievance, failure of either party to comply with all substantial procedural requirements of the grievance procedure, including the panel hearing, without just cause shall result in a decision in favor of the other party on any grievable issue, provided the party not in compliance fails to correct the noncompliance within five workdays of receipt of written notification by the other party of the compliance violation. Such written notification by the grievant shall be made to the chief administrative officer, or his designee.
- e. The County Administrator, or his designee, may require a clear written explanation of the basis for just cause extensions or exceptions; and determine compliance issues. Compliance determinations made by the County Administrator shall be subject to judicial review by filing petition with the Circuit Court within thirty (30) days of the compliance determination.

10.5 Management Steps.

Management steps provide for a review with higher levels of local government authority following the employee's reduction to writing of the grievance and the relief requested on forms supplied by the local government. Personal face-to-face meetings are required at all of these steps.

With the exception of the final management step, the only persons who may normally be present in the management step meetings are the grievant, the appropriate local government official at the level at which the grievance is being heard, and appropriate witnesses for each side. Witnesses shall be present only while actually providing testimony. At the final management step, the grievant, at his option, may have present a representative of his choice. If the grievant is represented by legal counsel, local government likewise has the option of being represented by counsel.

First Management Step - An informal, initial processing of the employee's grievance by the employee's immediate supervisor through a verbal, discussion format. The employee shall first discuss his complaint with his immediate supervisor within twenty (20) calendar days after the event giving rise to the grievance. The immediate supervisor shall make a careful inquiry into the facts and circumstances of the grievance and respond to the employee within seven calendar days after the employee's initial discussion with him. If the employee's immediate supervisor fails to respond within seven days, the grievance proceeds to the next step.

Second Management Step - If an employee is dissatisfied with the decision of his immediate supervisor, s/he may, within seven calendar days after receipt of the response from the supervisor, submit a written grievance to the department director, or if the employee's immediate supervisor fails to respond as provided in the first management step, s/he may, within fourteen (14) calendar days after the employee's initial discussion with the immediate supervisor, submit a written grievance to his department director. The employee must file the written grievance on a Request for Grievance Hearing form obtainable from the Human Resources division and must specify the relief requested. Upon receiving the Request for Grievance Hearing form, the department director shall note the date of receipt and initial the form with a copy of this dated and initialed form to the grievant. Within seven calendar days after receipt of the written grievance, the department director will conduct a separate investigation and a face-to-face meeting with the employee, the department director and witnesses for each side. However, a witness may only be present when testifying. Within seven calendar days after the conclusion of the face-to-face meeting between the employee and the department head, the department head shall provide a written decision to the employee and the County Administrator. Beginning with the Second Management Step, the County Administrator will appoint a Hearing Officer to assist the grievant and any related supervisors with grievance procedures including assisting with the transmission of the record at the request of the grievant or the affected supervisors or other County employees. The Hearing Officer will serve as a facilitator and advisor throughout the grievance proceedings but may not be present during the private deliberations of the grievance panel.

Final Management Step - If a grievant is dissatisfied with the department director's decision, s/he may submit a written request for review by the County Administrator within seven calendar days after receipt of the written decision of the department director. The County Administrator shall note on the Request for Grievance Hearing form the date of receipt of the written request for review and initial the same with a copy of the dated and initialed form to the employee and his department director. Within seven calendar days after receipt of the request, the County Administrator shall conduct a separate investigation and a face-to-face meeting with the employee. At this meeting, the employee may have present a representative of his choice. If the employee is represented by legal counsel, then the County has the option of being represented by legal counsel (the County Attorney and/or other legal counsel of the

KING GEORGE COUNTY HUMAN RESOURCES POLICIES AND PROCEDURES

County's choosing). In addition, witnesses for each side may be present. However, a witness may be present in the meeting room only when actually testifying. Within seven calendar days after the conclusion of this meeting between the employee and the County Administrator, the County Administrator will provide a written decision to the employee.

10.6 Panel Hearings.

If the grievant is dissatisfied with the response from the Final Management Step, or if the County Administrator or his designee fails to respond within the required time frame, and the grievant wishes to advance to the next step, the grievant shall complete a Request for Grievance Hearing form indicating his desire to advance the grievance to a Panel Hearing. The request form (obtainable from the County Administrator's office) shall be filed by the grievant directly with the County Administrator's office within ten (10) calendar days following receipt of the Final Management Step response or the deadline for that response, whichever occurs first. The request form shall contain the name of the person who has agreed to serve on the grievance panel for the grievant. The grievance shall be heard by an impartial grievance panel as set forth below. The Hearing Officer may coordinate the recording of this meeting at the request of either party with copies of the recording provided to the grievant and the County Administrator by the party initiating the recording. If the grievant desires a copy of the transcript of the recording, the grievant shall bear the cost of the transcript. No other recording of any grievance step is permitted.

Qualifying grievances shall advance to a Panel Hearing as described below:

1. A hearing shall be held before an impartial panel, consisting of one member appointed by the grievant, one member appointed by the agency head and a third member selected by the first two. In the event that agreement cannot be reached as to the final panel member, the Chief Judge of the Circuit Court shall select the third member. The panel shall not be composed of any persons having direct involvement with the grievance being heard by the panel, or with the complaint or dispute giving rise to the grievance. Managers who are in a direct line of supervision of a grievant, persons residing in the same household as the grievant and the following relatives of a participant in the grievance process or a participant's spouse are prohibited from serving as panel members: spouse, parent, child, descendants of a child, sibling, niece, nephew and first cousin. No attorney having direct involvement with the subject matter of the grievance, nor a partner, associate, employee or co-employee of the attorney shall serve as a panel member.
2. The County may elect to have an administrative hearing officer in any employee termination or retaliation cases. The administrative hearing officer shall be appointed by the Executive Secretary of the Supreme Court. The appointment shall be made from the list of administrative hearing officers maintained by the Executive Secretary pursuant to Va. Code § 2.2-4024 and shall be made from the appropriate geographical region on a rotating basis. If the County elects to use an administrative hearing officer, it shall bear the expense of such officer's services.
3. In all cases there shall be a chairperson of the panel and, when panels are composed of three persons (one each selected by the respective parties and the third from an impartial source), the third member shall be the chairperson.
4. Both the grievant and the respondent may call upon appropriate witnesses and be represented by legal counsel or other representatives at the panel hearing. Such representatives may examine, cross-examine, question and present evidence on behalf of the grievant or respondent before the panel without being in violation of the provisions of Va. Code § 54.1-3904.

KING GEORGE COUNTY HUMAN RESOURCES POLICIES AND PROCEDURES

5. The decision of the panel shall be final and binding and shall be consistent with provisions of law and written policy.

6. The question of whether the relief granted by a panel is consistent with written policy shall be determined by the County Administrator, or his designee, unless such person has a direct personal involvement with the event or events giving rise to the grievance, in which case the decision shall be made by the attorney for the Commonwealth of the jurisdiction in which the grievance is pending.

Rules for Panel Hearings

1. Panels do not have authority to formulate policies or procedures or to alter existing policies or procedures;

2. Panels have the discretion to determine the propriety of attendance at the hearing of persons not having a direct interest in the hearing, and, at the request of either party, the hearing shall be private;

3. The County shall provide the panel with copies of the grievance record prior to the hearing, and provide the grievant with a list of the documents furnished to the panel and the grievant and his attorney, at least ten (10) days prior to the scheduled panel hearing, shall be allowed access to and copies of all relevant files intended to be used in the grievance proceeding;

4. Panels have the authority to determine the admissibility of evidence without regard to the burden of proof, or the order of presentation of evidence, so long as a full and equal opportunity is afforded to all parties for the presentation of their evidence;

5. All evidence shall be presented in the presence of the panel and the parties, except by mutual consent of the parties;

6. Documents, exhibits and lists of witnesses shall be exchanged between the parties at least seven days in advance of the hearing. The Panel may exclude any evidence not so provided;

7. The majority decision of the panel, acting within the scope of its authority, decided upon the greater weight (preponderance) of the evidence is final, subject to existing policies, procedures and law;

8. The panel decision shall be provided with a specified time to all parties; and

9. Such other provisions as may facilitate fair and expeditious hearings, with the understanding that the hearings are not intended to be conducted like proceedings in courts, and that rules of evidence do not necessarily apply.

Implementation of Panel Decisions

1. Either party may petition the Circuit Court for an order requiring implementation of the panel decision.

2. Notwithstanding the contrary provisions of this section, a final panel decision rendered under the provisions of this section which would result in the reinstatement of any employee of a sheriff's office, who has been terminated for cause may be reviewed by the Circuit Court upon the petition of the County. The review of the Circuit Court shall be limited to the question of whether the panel's decision was consistent with provisions of law and written policy.

KING GEORGE COUNTY HUMAN RESOURCES POLICIES AND PROCEDURES

DEPARTMENT DIRECTORS APPENDIX A

DEPARTMENT DIRECTORS

Chief, Fire, Rescue and Emergency Services
Director of Community Development
Director Economic Development
Director of Finance
Director of General Properties
Director of Human Resources
Director of Information Technology
Director of Parks and Recreation
Director of Solid Waste and Recycling

KING GEORGE COUNTY HUMAN RESOURCES POLICIES AND PROCEDURES

EQUAL EMPLOYMENT OPPORTUNITY PLAN COUNTY OF KING GEORGE APPENDIX B

I. STATEMENT OF NONDISCRIMINATION

King George County complies with the letter and spirit of the Civil Rights Act of 1964, Executive Orders 11246 and 11375, Sections 503 and 504 of the Rehabilitation Act of 1973, Section 402 of the Viet Nam Era Readjustment Act of 1974, the Age Discrimination in Employment Act of 1967 as amended in 1978 and 1986, the Immigration and Reform Act of 1987, the Americans with Disabilities Act of 1990, and all the civil rights laws of the Commonwealth of Virginia.

It is the policy of King George County to provide equal employment opportunity to all people without regard to race, color, creed, religion, disability, sex, age or national origin. King George County is fully committed to assuring equal opportunity and equal consideration to all applicants and employees in personnel matters including recruitment and hiring, training, promotion, salaries and other compensation, transfer and layoff or termination.

II. POLICY STATEMENT

King George County is an Equal Opportunity Employer. It is committed to the maintenance and promotion of the policy of nondiscrimination by incorporating sound merit principles in all aspects of human resource management affecting its employees and applicants. Human Resource management within the County shall be implemented free from such unlawful personnel practices as discrimination, sexual harassment, retaliation, or any other conduct inconsistent with sound merit principles. It shall provide equal employment opportunity to all employees in the competitive service of the County and all applicants for such service on the basis of fitness and job-related qualifications without regard to race, color, religion, creed, national origin, disability, sex or age (except where such is a bona fide occupational qualification). The adoption of this Plan by the Board of Supervisors is a reaffirmation of adherence to and promotion of the policy of nondiscrimination. The guidelines and objectives contained in this plan are designed to assist the County and its employees to adhere to the policy. Any person employed by the County of King George who fails to comply with this policy is subject to the County disciplinary procedures.

III. SCOPE OF AUTHORITY

Pursuant to the resolution by the County Board of Supervisors, County of King George, Virginia, to adopt a plan of equal employment opportunity and to the directives and specifications of federal and state grant programs and contracts, the County has developed and implemented such plan to protect from discrimination all persons covered in the Policy Statement.

IV. SCOPE OF THE PLAN

This Plan is intended to prevent such unsound personnel practices as:

- A. Discrimination against an employee or applicant on the basis of race, color, religion, creed, national origin, disability, sex, or age.
- B. Lowering the job requirements or performance standards for the purpose of favoring any employee or applicant on the basis of his race, color, religion, creed, national origin, disability, sex, or age.
- C. Sexual harassment, including but not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature of an applicant or employee under any circumstances where:
 - 1. Submission to the conduct is either an explicit or implicit term or condition of employment.
 - 2. Submission to or rejection of the conduct is used as the basis for employment or promotion decisions affecting the person who did the submitting or rejecting.
 - 3. The conduct has the purpose or effect of substantially interfering with an individual's work

KING GEORGE COUNTY HUMAN RESOURCES POLICIES AND PROCEDURES

performance or creating an intimidating, hostile, or offensive work environment.

D. Harassment in the workplace where the harassment is based upon an employee or applicant's race, color, religion, creed, national origin, disability, sex, or age and the conduct substantially interferes with an individual's work performance or creates a hostile work environment as found pursuant to the Civil Rights Act of 1964, as amended, and all civil rights laws of the Commonwealth of Virginia.

V. DISSEMINATION OF THE PLAN

The Equal Employment Opportunity Policy Statement will be distributed to all County employees covered by the Plan, and shall be made available to job applicants. Copies will be provided to new hires at orientation sessions and posted on prominent bulletin boards throughout the County facilities. The Policy Statement will be published in the County of King George Policies and Procedures, all employee handbooks, and summarized on the County benefits sheet.

Employees believing themselves aggrieved by noncompliance with this Plan may seek corrective action through their supervisors, the County Administrator or the County's Grievance Procedure.

VI. ADMINISTRATION AND RESPONSIBILITY FOR IMPLEMENTATION OF THE PLAN

The overall responsibility for administering the Plan rests with the County Administrator. Each County department director, however, has the significant and continuing responsibility for applying the Equal Employment Opportunity Plan to all activities of his department and shall be held accountable for results. This shall include supporting and ensuring that employees participate in applicable Equal Employment Opportunity training provided by the County. Additionally, each County employee has the obligation and responsibility to adhere to the Plan. The County Administrator, or his designee, shall coordinate such cooperative action as is needed between agencies. A continuing appraisal of the Plan shall be made by the County Administrator through periodic review, evaluation, and revision.

A. County Administrator

The County Administrator, or his designee, shall be responsible for:

1. Assisting with problems relative to any requirement or provision of the Plan.
2. Receiving and assisting in the resolution of complaints of discrimination from employees.
3. Developing and implementing audit and reporting systems designed to:
4. Continually measure the effectiveness of the Equal Employment Opportunity Plan.
5. Pointing out deficiencies and needs for remedial action.
6. Determining the degree to which goals and objectives have been reached.

B. Department Director

Department directors shall be responsible to see that all levels of supervision in their department are familiar with the Equal Employment Opportunity Plan and that the intentions and provisions of the Plan are carried out. The department director shall be responsible for:

1. Aggressively carrying out the administration of the Equal Employment Opportunity Plan.
2. Assisting in resolving problems relating to any requirement or provision of the Plan.
3. Reviewing the department's employment practices and statistics to determine progress under the Equal Employment Opportunity Plan.
4. Reporting as requested to the County Administrator or his designee items concerning the effectiveness of the Plan and the progress of the department under the Plan.
5. Assist in resolving all complaints which affect their department.
6. Attending training sessions and ensuring that employees attend applicable Equal Employment Opportunity training sessions provided by the County.

KING GEORGE COUNTY HUMAN RESOURCES POLICIES AND PROCEDURES

C. Employees

All County employees are responsible to:

1. See that any and all violations of this Plan are brought to the attention of their department director or the County Administrator.
2. Assist in every way possible in resolving complaints that they may be a party to or affected by.