Personnel Management Plan
Culpeper County, Virginia
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COUNTY OF CULPEPER, VIRGINIA

SECTION I. INTRODUCTION

I. Purpose
The following personnel policies have been prepared and established for the information and guidance of the County Administrator, Department of Human Resources, County employees, the County Attorney, and other interested persons. It is the intention of the Board of Supervisors that an orderly system of personnel administration be provided, which aids in the achievement of better public service for Culpeper County.

The administration and enforcement of the Personnel Management Plan is the responsibility of the County Administrator. The County Attorney shall provide legal support to the County Administrator with regard to matters of employment law.

The personnel policies articulated in this Personnel Management Plan (hereinafter may be referred to as "PMP") are developed and adopted to provide for the recruitment, development, and retention of the best available employee for each position. The principles herein are established to ensure that:

1. Employment with the County shall be made attractive as a career.
2. Appointments and promotions shall be on the basis of merit and fitness, which, as far as is practicable, shall be determined by means of job-related, fair, and competitive standards.
3. The Pay and Classification Plan will be conducted and managed in accordance with all federal and state wage and hour laws and attendant regulations.
4. Each employee subject to the PMP shall be encouraged to render his/her best service by providing a merit plan of employee evaluation and compensation.
5. Each employee subject to the PMP will be knowledgeable as to the standards of conduct and performance expected for success in his/her position.
6. Each employee will receive fair and equitable treatment in accordance with all state and federal employment laws, including but not limited to, the Fair Labor Standards Act (FLSA), the Age Discrimination in Employment Act of 1967 (ADEA), Title VII of the Civil Rights Act of 1964, the Pregnancy Discrimination Act (PDA), the Civil Rights Act of 1991, the Americans with Disabilities Act of 1991 (ADA), ADA Amendments Act of 2008 (ADAA), the Family and Medical Leave Act of 1993 (FMLA), all as last amended, supplemented, or implemented.

Nothing contained herein shall be considered a contract between Culpeper County and any of its employees for any specific or general period of time.

II. Scope
Generally the PMP applies to all regular full-time, part-time, and probationary employees of the County, or as otherwise expressly indicated herein, or pursuant to a Memorandum of Understanding (MOU). Employees of Constitutional Officers and
other separate and distinct legal entities and/or divisions of government may be covered by the PMP if there is a written mutual agreement, commonly referred to as an MOU, between a Constitutional Officer or other division of government, and the Board of Supervisors, or as otherwise expressly indicated herein. With the adoption of the Unified Pay and Classification Plan, the employees of the Constitutional Officers participate in the procedures associated with it as described in Exhibit “A”, Unified County Pay and Classification Plan.

Individuals and/or positions within the County organization generally exempt from the Personnel Management Plan, or to whom and which it does not apply, except to the extent as may be explicitly provided herein and/or agreed upon by contract or an MOU, if any, shall include the following:

1. All elected County officials;
2. Members of County boards and commissions;
3. Volunteer personnel and personnel who serve without pay;
4. Contract consultants and non-employees rendering professional services;
5. Positions involving seasonal and/or temporary employment, except as otherwise expressly provided herein. For example, election officials are exempt;
6. Positions having a direct, contractual arrangement with the Board of Supervisors, except as provided in the specific contractual arrangement, including but not limited to the County Administrator and the County Attorney;
7. Employees under the purview of the Culpeper Library Board;
8. Student interns and work-study employees of the County; and
9. Such other positions as may be designated by the Culpeper County Board of Supervisors.

Separate and distinct legal entities from the County and their employees are not subject to the Personnel Management Plan, except to the extent as may be agreed upon by written contract or MOU. Some of the separate and distinct legal entities which are not subject to the PMP, unless specifically provided for pursuant to a written contract or MOU are, as follows: the Sheriff, Commissioner of Revenue, Treasurer, Clerk of the Circuit Court, Commonwealth’s Attorney, Culpeper Human Services, Culpeper County Schools, and Culpeper County School Board.

III. Interpretation and Legal Advice
The County Administrator is authorized to make any necessary interpretations and clarifications of these policies. He/she may also issue administrative regulations, directives, or supplement the Appendix with working/operating forms not inconsistent with these policies. The County Attorney shall provide legal advice in response to legal questions concerning the policies articulated herein.

IV. Smoke/Vape Free Policy
All owned or leased County buildings and vehicles shall be smoke free. Vaping is also prohibited therein. The County Administrator may designate outside smoking/vaping areas regarding County buildings and property.
V. Definitions

1. Administrative Leave (two types).

   Administrative Leave with pay: An employee’s absence from the job with pay, which is not charged to annual leave. Administrative leave with pay may be utilized in a number of instances, but is most commonly utilized as a means of removing an employee from the workplace during the pendency of a work-related investigation.

   Administrative Leave without pay: An employee’s absence from the job without pay. Administrative Leave without pay may be utilized in a number of instances, but is most commonly utilized as a means of allowing an employee to remain employed, who has exhausted all paid leave options (including annual leave, short-term disability, etc.) during the pendency of a temporary absence from the workplace for protected and/or permissible medical leave and/or as other special circumstances may justify. Administrative leave without pay is not to be confused with Suspension. Please see the below.

2. Administrative Termination. Employees who are hired by appointing authorities to fill positions that are later not funded by the Board.

3. Amended Position Description. In classifying an Amended Position Description (i.e. changes to existing position description), these represent those positions in which the position’s essential functions have not been significantly changed in either type or degree, as identified in their Position Descriptions.

4. Anniversary Date. Anniversary date shall be the first date of employment with the County.

5. Authorized Closing. An authorized closing is when County operations are suspended officially, as determined by the County Administrator. An authorized closing may be for a business day, a portion of a business day, an entire shift, or for a partial shift, such as in the case of late openings or early closings, as directed by the County Administrator. Authorized closings are reported on the inclement weather line, 540-727-3444, option 9. Employees may also request to be notified via the RAVE Alert system.

6. Base Index Adjustment (BIA). A percentage based on a rolling 36 month average of the Consumer Price Index (CPI), as of the month of December in each year. The BIA will be applied to the grade midpoint of the salary structure each year and will be granted to all employees who meet acceptable standards of the position.

7. Classification Scale. The grouping of positions. Considerations with regard to classification grouping include: (a) kinds of duties performed and responsibilities; (b) level of duties performed; (c) requirements as to education, knowledge and experience, and abilities; and (d) other indicators of performance.
8. **Compensatory (Comp) Time.** Type of work schedule arrangement that allows non-exempt employees to take time off instead of receiving overtime pay.

9. **Counseling.** A discussion between or writing in which the Department Head or designee discusses with the employee deficient or unsatisfactory performance, in order to correct the performance. Counseling is an informal action.

10. **County Property –** Any tangible or intangible item that the County has ownership and/or over which it exercises control.

11. **Demotion.** An employee’s movement from one position to another that is at least one grade lower or a reduction in the pay grade of an employee in conjunction with a change in position duties and responsibilities. When an employee is reduced to a lower pay grade, the step within the new pay grade shall be determined by the County Administrator.

12. **Disciplinary Action.** A formal action taken in response to an employee’s improper behavior and/or violation of the Standards of Conduct.

13. **Documentation Pages.** A form used to thoroughly document the types of acceptable and unacceptable behaviors and/or work performance that are listed in the performance indicator section of the performance evaluation form.

14. **Essential Employee.** An employee, designated by the County Administrator, who shall be required to work any given hours during an authorized closing.

Essential employee positions generally include: General Properties (Building Maintenance) staff; Transfer Station Gate Attendant and Convenience Site Attendants for the Laurel Valley site; Emergency Medical Technicians/Firefighters; Animal Shelter caretakers for feeding and cleaning duties only; E911 Emergency Communications Center employees (dispatchers); and any other positions deemed essential by the County Administrator, as he/she may add to the list.

15. **Exempt employee.** An employee who, because of his qualifications, duties, and responsibilities, and level of decision making authority is not entitled to overtime compensation or compensatory leave under the provisions of the Fair Labor Standards Act (FLSA).

16. **Full Time Employee.** Any employee who is generally scheduled to work at least 2,080 hours in 12 consecutive months or (40) hours in a week, unless a different time is required or authorized by federal or Virginia law regulations. Full time employees are eligible for all County benefit programs.

17. **Grading Scale.** Positions are assigned to grades listed in the salary structure containing salary ranges expressed in terms of minimum, midpoint, and maximum salaries.
18. **Hours Worked.** All time spent in physical or mental exertion authorized and required by the employer. Such time includes assigned work as well as work that an employee is authorized and permitted or required by the employer to perform. Employees shall be compensated for all authorized hours worked, unless such time performed is *de minimis* (meaning seven minutes or less) or in small amounts which are administratively difficult to record.

19. **New Position.** In classifying positions, newly created positions represent those:
   a. Which did not previously exist; or
   b. Which the essential functions of an existing position have been significantly changed in type or degree, as identified in their position descriptions.

20. **Non-Essential Employee.** An employee who is not required or expected to work during an authorized closing. Non-essential employees may become essential employees, and should be notified of any such change in status as soon as practicable by the County Administrator and/or his/her designee.

21. **Non-exempt employee.** An employee who is subject to all provisions of the Fair Labor Standards Act (FLSA) and must be paid compensation for overtime at the rate of time and one-half for hours worked in excess of 40 hours in any given week, unless working under another schedule authorized by the FLSA.

22. **Normal Starting Salary.** A candidate for hire may be offered a starting salary up to the midpoint but no less than the minimum of the pay range for the position. All offers shall be based on the candidate’s knowledge and experience as indicated and verified through the selection process. Potential starting salary above midpoint must be approved by the County Administrator.

23. **Official Personnel File.** The employment file containing personal information relevant to the individual’s employment, which is maintained and housed in the Human Resources Department, is the Official Personnel File. Consistent with federal and state law, including but not limited to HIPPA, a separate file is maintained for medical information and documents concerning an identifiable employee.

24. **Overtime.** Hours worked beyond the normally applicable hours of the standard work week which are compensated, whether paid to the employee or is designated as compensatory time, usually at the rate of one and one-half times an employee’s regular rate of pay pursuant to the FLSA, unless the FLSA authorizes otherwise.

25. **Part Time Employee.** Any employee who is assigned to a workday of less than eight (8) hours or a work week of less than forty (40) hours, unless otherwise required by Virginia or federal law. Regular part time employees may be eligible for non-County paid benefit programs, as may be required by law or permitted by the County.
26. **Performance Evaluation.** A form is used to assess the employee’s performance of the requirements of the position listed in the position description. Salary increases are tied to overall performance levels, as determined by the performance evaluation.

27. **Performance Improvement Plan.** A written plan of action composed to improve employee deficient performance based on attitude or inability to perform according to the Standards of Conduct and/or Position Description (or Amended Position Description).

28. **Position Analysis Questionnaire** This document, herein referred to as the PAQ, is a form on which the essential functions, secondary (“marginal”) functions, percentages of time involved in performing these functions, frequency of performing the functions and other information are delineated in specific detail. These documents are used to evaluate each position within the salary structure, including the location within the salary range, based on compensable factors. The PAQ is also used to create the position description (or amended position description) itself.

29. **Position Description** This document is used to list the essential and secondary (“marginal”) functions of a particular position, its minimum requirements in terms of education, experience and other knowledge, skills and abilities, as well as other indicators of performance. It describes the physical and mental traits necessary for performing the position at its fully proficient level. The description is a dynamic document, requiring alteration as functions are added and deleted.

30. **Probationary Employee.** An individual who is in the initial employment probationary period for the position in which he/she is assigned.

31. **Pre-Approved Leave.** Leave which has been previously authorized in writing prior to the commencement of the absence, whether for vacation or medical purposes.

32. **Probationary Period.** The initial employment period of time during which an employee is carefully supervised to see if the new employee is compatible with the job. All applicants that are hired in a full or part time position shall serve, at least a six month probationary period. The probationary period may begin on the date of hire, once training has been completed, or as stated in the offer letter - but must be completed within the first year of employment. Probationary employees do not have grievance rights under the PMP.

33. **Promotion.** Employee’s movement from one position to another that is at least one grade higher because of the employee’s knowledge, skills and abilities, and business needs. When an employee is promoted, his/her salary shall be increased to the minimum for the assigned grade, or up to the midpoint for the assigned grade, unless otherwise approved by the County Administrator.
34. “QUILS” Awards. A one time, lump sum award granted to employees for Quality, Innovation, Leadership, and Savings. The award is not to exceed 10% of the employee’s salary, and nominations for QUILS must be approved by the Board of Supervisors Personnel Committee.

35. Reclassification. An evaluation of the duties and responsibilities of a position to determine the appropriateness of the present grade which results in a change of classification. Reclassification will only be considered if additional duties have been added to or removed from an existing position.

36. Re-employment. The status of an employee returning to County employment following a separation from County employment of more than thirty (30) consecutive calendar days. The re-employed employee’s starting salary and a new anniversary date shall be determined according to the provisions of the Unified Pay and Classification Plan. Only time earned following actual reemployment is counted toward the probationary period, annual leave, or most other longevity-based County employee conditions or benefits.

37. Regular Employee. This term refers to the status of an employee having successfully completed his/her probationary period. The employee does not have a set duration for the employment relationship, but instead is assigned to a regular, ongoing position included in the County’s complement of positions.

38. Reinstatement. The status of an employee returning to County employment within thirty (30) calendar days from the date of separation. The reinstated employee’s anniversary date remain the same, and all time earned prior to reinstatement shall be counted towards annual leave, etc., with actual time missed being deducted from leave accrual.

39. Resignation. Voluntary separation from employment through written notification initiated by the employee to the employing department. Written notification shall indicate the actual date the resignation is to become effective and shall be signed by the employee.

40. Retaliation. Overt or covert acts of reprisal, interference, restraint, penalty, discrimination, intimidation, or harassment against an individual or group exercising rights under this policy.

41. Retirement. The separation of a full-time employee who is qualified and scheduled to begin receiving retirement benefits.

42. Separation. The severance of the employment relationship between the County and an employee. This severance occurs through resignation, retirement, termination, lay-off, permanent disability or death.

43. Standards of Conduct. Examples of behavior that is considered acceptable and
unacceptable in and out the workplace.

44. **Suspension.** An employee’s absence from work, without pay, that a department imposes as a part of a disciplinary action and/or to remove the employee from the workplace pending (a) an investigation related to his/her conduct, or (b) a court action based upon the employee’s conduct that violates the standards of conduct set forth in section VIII, Standards of Conduct in the Personnel Management Plan.

45. **Temporary Employee.** This term refers to an individual whose term of employment is for a fixed period of time – usually limited to a year or less. Frequently, these employees are in positions that are not included in the County’s complement of positions, and are not eligible to participate in County benefit programs.

46. **Termination.** An involuntary separation from employment initiated by the employing department or the appropriate authority under the Personnel Management Plan or applicable law as a result of the employee’s unsatisfactory work performance or misconduct.

47. **Third Parties.** Individuals who are not County employees, but who may have business interactions with the County and its employees. Such individuals include, but are not limited to customers, vendors, contractors, and volunteers.

48. **Transfers.** Employees’ movement from one position to another in the same salary grade. Generally, transfers do not affect salary or anniversary date.

49. **Written Notice of Disciplinary Action Form.** A form used to provide formal written documentation to the employee from the supervisor wherein the employee is advised and cautioned with reference to misconduct and/or unsatisfactory performance.
Personnel Management Plan
Culpeper County, Virginia
SECTION II: RECRUITMENT & SELECTION

I. Purpose
The County of Culpeper is committed to employ, in its judgment, the best qualified candidates for approved positions while engaging in recruitment and selection practices that are in compliance with all applicable employment laws.

Nothing contained herein shall be considered a contract between Culpeper County and any of its employees for any specific or general period of time.

II. Scope
This policy applies to all County employees.

III. Procedures

A. Equal Opportunity Employer
1. The County of Culpeper is an Equal Opportunity Employer (EOE). All applicants for employment will be considered without regard to race, sex, creed, religion, national origin, age, disability, veteran status, or other protected status.

B. Employment At Will
1. All County employees are considered employees-at-will, under Virginia law and this policy.

2. In the event of voluntary resignation and separation from employment, employees are requested to provide the County at least two (2) weeks' advance notice.

3. During the initial probationary period (including during any period for which initial probation has been extended herein under Section II, Recruitment and Selection, subdivision H, Probationary Period, subpara. (3)(b)), an employee has no grievance rights under the Personnel Management Plan. Thereafter, only eligible employees may exercise grievance rights under Section X of the Personnel Management Plan.

C. Authority to Hire
1. The Board of Supervisors under Virginia law is granted the authority to make appointments for all positions covered by these policies. However, the Board hereby delegates this authority and responsibility to the County Administrator for all positions other than as required by law. The County Administrator, accordingly, may delegate hiring authority to Department Heads for available positions within their respective departments.

2. **Informational Note Only:** Each Constitutional Officer has the authority to hire for positions in his/her charge (provided that funding has been approved) as Constitutional Officers and their offices are separate and distinct legal entities.
D. Recruitment

1. The Department Head or designee shall notify the Human Resources Department when a position becomes vacant, and is to be filled. It is the responsibility of the Department Head to ensure that the position description accurately reflects the essential functions of the position before recruitment begins.

2. Department Heads or designees must choose to utilize one of the following recruitment options when filling a vacancy. The option chosen would be based on a variety of factors such as the availability of qualified applicants.
   a) Internal recruitment – only regular, current employees may apply
   b) External recruitment – only the general public may apply
   c) Internal and External recruitment – enables the general public and regular, current employees to apply

3. Vacancy announcements shall be created by the Human Resources Department with the assistance of the Department Head to reflect a summary of the position’s duties, minimum qualifications, special requirements, and any other necessary, lawful information.

4. Vacancy announcements shall be posted for a minimum of five (5) consecutive workdays. Department Heads may choose to utilize the following posting options based on the availability of qualified applicants, the number of positions to be filled, and department needs.
   a) Fixed recruitment period – announcements are posted for a fixed period of time. All applications submitted before the closing date shall be considered and any applications received after the closing date shall not be considered. A closing date must be specified.
   b) Open until filled recruitment – announcements are posted for an open period of time but no less than the required five (5) workdays. All applications shall be accepted and reviewed until the position is filled.
   c) Continuous recruitment – announcements are posted continuously whether or not a vacancy is available due to high turnover within a department, difficulty in attracting qualified candidates, etc. Continuous recruitment may be terminated at any time, but all applications shall be considered based on the vacancy occurrence and application submittal.

5. For internal and external recruitment, and other job announcements, the County utilizes a third party webprovider, which may be accessed from the Human Resources webpage on the County’s website. All applications will be submitted through this system.

6. Other recruitment sources such as local newspapers, job specific websites, County circulars, etc. may also be used to recruit candidates.
7. If initial recruitment does not result in an adequate applicant pool, Department Heads may reopen recruitment, as necessary, after consultation with Human Resources.

*Deviation from this policy for any type of recruitment requires the approval of the Human Resources Director and/or County Administrator, as is appropriate.*

**E. Selection**

1. All applications shall be reviewed by the Human Resources Department and/or Department Head or designee. The County of Culpeper may accept resumes in addition to an application form, if received by the closing date.
   a) An initial telephone conversation with applicant(s) may be had to clarify qualifications and expectations of the job. It is recommended that initial telephone discussions take place with the Human Resources Department, and not with the Department Head directly.

2. All candidates who meet the minimum qualifications of the position shall then be scored based on the individual’s knowledge, experience, and skills.

3. At least the top most qualified candidates shall be interviewed for the position. No person shall be hired without being interviewed for the position.

4. A set of interview questions shall be developed and asked of each applicant during the formal interview process. Questions shall seek relevant information related to the essential functions, minimum qualifications, behavior, etc. required to perform the job, and shall not violate equal employment opportunity standards.

5. Formal interviews may be conducted by the Department Head or designee(s). Any members participating in the interview process shall:
   a) Be familiar with the essential functions of the position;
   b) Receive appropriate training, instruction, or guidance on lawful interviewing practices and candidate recommendation and selection before participating;
   c) Hold confidential all information related to the interviewed applicants’ selections, and recommendations.

6. Interviewers shall document, and score each applicant’s responses to interview questions to assist with the interviewer’s evaluation of each candidate’s qualifications. The candidate with the highest score shall be offered the position.
   a) If two (2) or more candidates attain the same score, the candidate who exhibits more strength in the most important areas of the position shall be offered the job first.
7. All individuals, if selected for a position, including new hires, and employees who are transferred, demoted, or promoted to a new position, shall sign an acceptance letter outlining employment expectations, which shall be placed in their personnel files.

8. An employee may be required to sign, as a condition of employment, a contract to reimburse expenses related to County paid sponsored training, if an employee leaves employment before completing a reasonable period of service as described in the reimbursement contract. In the event that separation, voluntary or involuntary, occurs prior to satisfactory completion of the contract period, the employee:
   a) Shall authorize the County to withhold the reimbursement amount owed from the employee’s final paycheck as allowable under federal and state law; and
   b) Shall be personally liable for any remaining balance that is or cannot be deducted from the employee’s final paycheck until the entire amount owed is paid in full.

Deviation from this policy for any type of recruitment or selection requires the approval of the Human Resources Director and/or County Administrator, as is appropriate.

F. Background Checks

Prior to employment, the County of Culpeper may require an applicant consent to the performance of various background checks based on the functions of the position. The following is not to be deemed as all inclusive:

1. The Department Head or designee shall check references of the applicant who is the final candidate for the position, and should attempt to obtain the following information:
   a) Names and titles of the persons giving references
   b) Verification of former employment dates, and position title and duties
   c) Verification of beginning and ending salaries
   d) Applicant’s rehire status
   e) Verification of any licenses, certifications, and/or degrees the applicant claims to posses

2. The following criteria shall be used for conducting background checks:
   a) Criminal history background checks shall be performed for every position;
   b) Driving Records checks shall be performed for every position where driving is an essential function of its duties or any position that could potentially drive a County or personal vehicle for County business;
   c) Child Protective Services and Sex Offender Registry checks shall be performed for positions that directly work with youth under the age of eighteen (18) or other at-risk individuals, as may be required and/or permitted under law; and
d) Other lawfully permitted background checks may be performed based on the essential functions of the position.

3. Employees applying for a transfer, promotion, and/or demotion shall be subject to background checks, as deemed lawful and appropriate for the vacant position.

4. All information obtained during background checks shall be documented and retained in an appropriate file consistent with the laws on confidentiality and document retention.

G. E-Verify
The County of Culpeper participates in E-Verify. E-Verify, as authorized by the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), is a web-based system through which employers electronically may confirm the employment eligibility of their employees.

All new hires must complete the Form I-9 and have the information submitted to the E-Verify system, as a condition of employment. New hires may choose documents for use in completing Form I-9; however, as a participant in E-Verify, the County must obtain the requisite documents and information which appear on the Form I-9, which shall contain a photo, except to the extent limited or excused by law. The Human Resources Department retains copies of I-9’s and accompanying documentation, as permitted by and consistent with law.

H. Probationary Period
1. All applicants, when hired in a regular part or full time position shall serve at least a six month probationary period, and performance shall be reviewed no later than two weeks before the end of the probationary period.

2. The probationary period may begin on the date of hire, once training has been completed, or as stated in the offer letter, but must be completed within the first year of employment, except to the extent as articulated immediately below in subpara. (3).

3. If, at any time during the probationary period, there are any concerns about the employee’s capability or willingness to perform satisfactorily:
   a) A Performance Improvement Plan (PIP) may be developed to outline areas of improvement;
   b) The probationary period may be extended to a maximum of an additional active six (6) months; or
   c) The at-will employment relationship may be terminated at any time with or without cause.

4. During initial training and in the initial probationary period, an employee enjoys no grievance rights under the Personnel Management Plan.
I. Normal Starting Salary

1. The starting salary shall be based on the individual’s knowledge, experience, and skills.

2. All starting salaries shall be no less than the minimum, and should not exceed the mid-point of the position’s pay scale in order to provide sufficient opportunity for future growth.

<table>
<thead>
<tr>
<th>First Quartile of Pay Scale</th>
<th>Second Quartile of Pay Scale (up to midpoint)</th>
<th>Third Quartile of Pay Scale</th>
<th>Fourth Quartile of Pay Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual Meets the Minimum Requirements of the Position.</td>
<td>Individual Exceeds the Minimum Requirements of the Position by Offering Additional Experience, Knowledge or Skill Levels.</td>
<td>Individual is an Expert in All Criteria of the Job, and has Broad Knowledge of Related Areas.</td>
<td>Shall not be offered</td>
</tr>
</tbody>
</table>

3. A Department Head or designee may request that the starting salary exceed the mid-point of the position if he/she feels that the candidate is an expert in all criteria of the job. All written requests must be accompanied with justification for the starting pay, as well as identification of the source of funding for the proposed adjustment to the Director of Human Resources.

4. The proposed salary information will be forwarded to the County Administrator for approval.

5. Once approval has been obtained, the Director of Human Resources will advise the Department Head or designee of this determination

J. Benefits

1. Only part and full time employees may participate in County benefit programs.
   a) Regular full time employees generally are eligible for all County benefit programs;
   b) Regular part time employees, who consistently work between twenty (20) and twenty-nine (29) hours per week, may be eligible for non-County paid/contributed benefit programs, including non-County paid/contributed health insurance benefits.
   c) Regular part time employees, who consistently work more than twenty-nine (29) hours per week, may also be eligible for non-County paid benefit programs, but these part time employees may also be eligible for County contributed health insurance benefits consistent with the mandates of current federal law.

2. Normally the effective date of benefits shall be the first day of the month
following the date of eligibility. The effective date of benefits may be different based on the situation. For example, a new hire’s benefits shall begin the first day of the month following the date of hire but the effective date of enrolling a newborn shall be the day the child is born.

3. Employees may make changes to the benefits listed below only during open enrollment or in the instance of a qualifying event or family status change, as specifically articulated within the benefits manual and documents.
   a) Employees have 30 calendar days from the date of the aforementioned qualifying event/family status change to contact HR to make changes to their benefit(s).
   b) Other benefit(s) not listed below may be changed at any time throughout the year

<table>
<thead>
<tr>
<th>Medical Insurance</th>
<th>Dental Insurance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voluntary Insurance</td>
<td>Flexible Spending Accounts</td>
</tr>
<tr>
<td>Health Savings Account</td>
<td></td>
</tr>
</tbody>
</table>

4. Normally benefits will terminate and be cancelled on the last day of the month following the change/separation.

5. Employees who retire through the Virginia Retirement System (VRS) and who have at least five (5) years of continuous service with the County are eligible to remain on the County’s health insurance plan, including their dependents and other household members in continuity of coverage, until such time the retiree becomes Medicare eligible.

An employee who retires through VRS due to a line of duty injury is eligible to remain on the County’s health insurance, including their dependents and other household members in continuity of coverage, until the retiree becomes Medicare eligible regardless of his/her tenure with the County.

Part-time employees who retire (consistent with the parameters established by the Social Security Administration) and who have at least five (5) years of continuance service with the County are eligible to remain on the County’s health insurance plan, including their dependents and other household members in continuity of coverage, until such time the retiree becomes Medicare eligible.

Any retired employee, eligible to remain on the County’s insurance, as discussed above, who subsequently terminates coverage under the County’s health insurance plan, shall not be permitted to re-enroll.

6. Uniforms: Depending upon the Department into which an employee is hired, an employee may be required to wear uniforms. In these cases, employees will be given uniforms at the expense of the County. Employees are required
to clean and care for such uniforms. Employees may from time to time, as is reasonable request new uniforms. At the end of employment, uniforms should be turned into the Department Head, as is reasonably directed by the Department Head. All uniforms rented by the County from a third party vendor shall be requested to be returned by the Department Head and returned by the employee. In the event there are uniforms that are directed to be returned that are not returned by the employee, they may have the value of the uniforms reported as income to the employee to the IRS and applicable taxes withheld consistent with federal law. Further, County employees shall only wear County uniforms for carrying out County business (uniforms are not for personal attire) and/or as may be otherwise approved by the Department Head.

K. Nepotism
1. No employee shall hire, supervisor, or otherwise have control or influence over work activities or salary matters for a person with whom he/she has a significant personal relationship. For purposes of the Personnel Management Plan, “significant personal relationship” is defined as a parent, child, spouse, sibling, cohabitating, and/or sexual partner, or anyone else whom the employee dates, or with whom the employee has a romantic relationship.

L. Recordkeeping
1. All records related to the recruitment and selection process of a position shall be maintained confidentially in the Human Resources Department consistent with the Virginia Public Records Act and all other applicable state and federal laws.

2. Applicants shall have access to documents related to the recruitment and selection process consistent with any legal requirement of the Virginia Freedom of Information Act and other applicable state and federal laws.

3. Requests for Personnel Information by Outside Sources.
   a) All requests made by outside sources for information pertaining to verification of employment for current and previous employees shall be forwarded to and answered by the Human Resources Department.
   b) The Human Resources Department shall verify employment and release information pertaining only to dates of service, position held, and final or current salary for persons who are currently or no longer employed with the County.
   c) Additional information may be released by the County as authorized by the current or former employee on the appropriate form or as indicated on the Interagency Employee Departure Information Form, or as otherwise may be required by law.
Personnel Management Plan
Culpeper County, Virginia
SECTION III: UNIFIED PAY & CLASSIFICATION SYSTEM

A. POLICY STATEMENT

The Board of Supervisors has long recognized that it can best accomplish its goals and objectives with employees that are paid fairly and treated appropriately. The Board finds that the matters described herein are important and shall be used as guidelines for the ongoing administration of Culpeper County’s Unified Pay and Classification System. However, the Board reserves the right to eliminate, amend, or supplement these guidelines in whole, or in part, if it deems it in the County’s best interest to do so. Further, the Board of Supervisors has the right to appropriate money consistent with its overall responsibility to appropriate funds for the Unified Pay and Classification System.

Nothing contained herein may be considered a contract between Culpeper County and any of its employees for any specific or general period of time.

B. BACKGROUND

County employment positions are assigned to grades containing salary ranges expressed in terms of minimum, midpoint, and maximum salaries. This type of salary plan is called an “open range” plan. For each position, the County maintains a position description. The position descriptions are revised as necessary. The position descriptions are regularly reviewed so as to be inclusive of new position duties, as well as to determine if compensable position factors have changed sufficiently to warrant a reclassification of the positions. It is the endeavor of the County to keep wages competitive and consistent with market conditions.

I. Purpose
The Unified Pay and Classification System (UPCS) categorizes or groups each position based upon the knowledge, skills, and abilities found in the position description. These positions are then assigned to grades containing salary ranges. The UPCS is intended to serve as an aid in recruitment, selection, budgeting, wage/salary administration, and retention.

II. Scope
This policy applies to all County employees

III. Procedures
A. Development of Position Descriptions
   1. A Department Head must complete a Position Analysis Questionnaire (PAQ). The Department Head will meet with the Human Resources Director, to review the PAQ for completeness and internal consistency.

   2. The Director of Human Resources will ensure that the information contained on the PAQ becomes a Position Description.
3. Once a Position Description is prepared, a grade assignment will be recommended, and the package will be forwarded to the County Administrator with a copy to the Director of Finance.

4. Once the County Administrator has reviewed the package and considered any recommendations of the Director of Finance, he/she will forward it to the Personnel Committee of the Board of Supervisors for approval.

5. Once approval has been obtained from the Personnel Committee, the Director of Human Resources will provide a copy of the position description to the Department Head, along with the proper grade and position number information.

6. The Director of Human Resources will ensure that a copy of the Position Description is retained in the Human Resources Department.

B. Amending a Current Position Description

1. The Department Head will meet with the Director of Human Resources and verify whether the current Position Description does or does not reflect the positions’ essential functions and responsibilities.

2. If determined that the essential functions of the position have changed significantly in type or degree, then a revised Position Description must go through the same process as a new position.

3. If determined that the essential functions of the position have changed, but not significantly in type or degree, then the Director of Human Resources will ensure that the Position Description is amended to accurately reflect the position’s essential functions and responsibilities.

4. The Director of Human Resources will provide a copy of the Position Description to the Department Head and will ensure that a copy of the position description is retained in the Human Resources Department.

C. Reclassification

1. If determined that the essential functions of the position have not significantly changed in type or degree, and the position description has been updated using the guidelines described in Amending a Current Position Description, a Department Head may request that a position be reviewed to determine the appropriateness of the present grade.

2. All requests must be accompanied by the amended Position Description as well as a memorandum to the Director of Human Resources containing complete justification for the proposed reclassification, and a list of additional duties that has been assigned to the position.
3. Upon completion of a review of the request and accompanying justification, a grade assignment will be recommended by the Director of Human Resources, and the package will be forwarded to the County Administrator with a copy to the Director of Finance for subsequent approval by the Personnel Committee.

4. Once approval has been obtained, the Director of Human Resources will advise the Department Head of this determination.

D. Salary Structure
In order to maintain competitiveness of Culpeper County’s salary grades, the salary structure will be adjusted annually to reflect labor market movement. Culpeper County shall:

1. Use an open range pay plan, which has a series of eighteen (18) grades for employee positions marked “general government” positions, and sixteen (16) grades for employee positions marked “public safety” positions, and a structure consisting of minimum, midpoint, and maximum salary figures that reflects the labor market at the time of the market survey, with market rate being defined as the grade midpoint.

2. Increase the salary structure by a percentage figure each year that will be applied to the grade midpoint to reflect the Base Index Adjustment (BIA) adjustment. The referenced percentage shall be the rolling 36 month average of the Consumer Price Index (CPI), as of the month of December in each year.

3. Every fifth year, the Director of Human Resources will conduct a market based salary study to evaluate the link between the County’s structure and the labor market data.

4. The Director of Human Resources shall forward a copy of the completed study to the County Administrator and to the Director of Finance for comparison to the current budget and any possible budget amendments.

   *It is important to note that adjustments in salary grade values do not necessarily imply or guarantee changes to base pay and are always subject to budgetary restrictions.*

E. Pay Administration Guidelines. This Section III: Unified Pay and Classification System incorporates and is supplemented by the Pay Administration Guidelines found in the Appendix at Form CC 01.
Personnel Management Plan
Culpeper County, Virginia
SECTION IV: EMPLOYEE EVALUATION & SALARY INCREASES

POLICY STATEMENT

The Board of Supervisors is committed to the goals and objectives of the Unified Pay and Classification System (UPCS) as described in preceding Section III of the Personnel Management Plan. As part of this system, a Pay for Performance Plan is herein implemented to set performance requirements for all positions, to ensure that each employee is aware of the performance requirements for his/her position, and to facilitate the formal evaluation of each employee’s performance, at least annually.

The Board intends this Policy to guide the ongoing administration of Culpeper County’s Unified Pay and Classification System and the Pay for Performance Plan. However, the Board reserves the right to eliminate or amend these guidelines, in whole or in part, if it deems it is in the County’s best interest to do so. Further, it must be noted that all expenditures of County funds, including salary expenditures, are subject to monetary appropriation by the Board of Supervisors. Accordingly, a change in appropriation may result in the reduction or elimination of the Board’s appropriation called for under the Unified Pay and Classification System.

Nothing contained herein shall be considered a contract between Culpeper County and any of its employees for any specific or general period of time.

BACKGROUND INFORMATION

Generally, there are three (3) components to rewarding quality performance, as implemented by the County:

(1) a Base Index Adjustment (BIA) similar to a cost of living adjustment for employees who meet the standards of the position and to the pay scale;

(2) additional increases based upon superior performance on the part of the employee; and

(3) a one time “QuILS Awards” for Quality, Innovation, Leadership and Savings.

I. Purpose

Pay for Performance evaluates employees’ performance on an annual basis for the hours the employee performs the requirements of his/her position. Salary increases are based upon performance levels, as listed in the respective evaluation forms. This merit based plan ensures that each employee is fully informed of County expectations regarding the performance of his/her position, motivated to perform at the highest possible level, and encouraged to set personal goals for professional development and performance improvement; and contributes to higher retention levels and lower turnover rates of quality employees.
II. **Scope**
This policy applies to all County employees.

III. **Procedures**

A. **Evaluation & Standards of Performance**
1. Although coaching and counseling of employees concerning position performance should and may occur throughout the year, formal written performance evaluations must be conducted at times listed in this section, and at least annually.

2. It is the Department Head’s responsibility to ensure each employee is aware of performance standards and expectations and to apply objective performance requirements in supervising and evaluating employee performance. See e.g., Form CC 24 in the Appendix.

3. All recommendations for performance improvement must be based on a clear description of duties to be performed consistent with the position description. For this reason, each Department Head should periodically review and recommend changes to position descriptions for each position in the department.

B. **Performance Evaluations**
1. All formal, written evaluations shall include an employee progress report, an evaluation, and documentation pages to support performance scores, and to list recommendation/goals for the upcoming year.

2. All employees shall be evaluated based on the following schedule:
   a. In November of each year, non-probationary or regular employees shall be formally evaluated on performance that was exhibited from the preceding November through October.
   b. Probationary employees shall be formally evaluated no later than two (2) weeks before the end of the probationary period.

3. An employee is eligible to receive a total weighted score of 0-5. The score indicates whether an individual’s performance is unacceptable, needs improvement, proficient, very proficient or exceptional.

4. Generally, a probationary employee, or an employee who has only had enough time to become acclimated to the duties of the position, is expected to be proficient, or fully meeting the standards of the position.
   a. Any evaluation for a probationary employee that indicates a score that would grant more than a BIA salary increase must be approved by the County Administrator or designee.

5. All evaluations, probationary or non-probationary, with a rating in excess of 4.5
must be approved by the Personnel Committee in order to receive a BIA pay increase, at a percentage or amount, as determined is appropriate by the Personnel Committee.

a. Only performance evaluations that portray that the employee has clearly exceeded all the requirements of the position, and demonstrates sustained performance at the highest possible level over the entire course of the assessment period shall be approved.

6. Each completed performance evaluation shall be reviewed by the Department of Human Resources and/or the Personnel Committee, as may be the case, before being discussed by the Department Head with the employee.

7. Thereafter, the Department Head shall then show it to and discuss it with the employee.

8. A copy of the completed performance evaluation form shall be given to the employee, and an additional copy shall be sent to the Human Resources Department for permanent retention in the employee’s personnel file.

C. Unsatisfactory Performance Evaluations

1. Employees whose overall ratings do not reach 2.5 are not performing up to standards for their positions, and will not be eligible for a pay increase.

2. Such employee shall be placed on a Performance Improvement Plan (PIP). The PIP shall be in writing and shall state the objectionable behavior, strategy for improving performance, and outline expectations in behavior to obtain a performance rating that would qualify the employee for a salary increase.

3. Such employee will then be evaluated no later than two weeks before the end of timeframe specified within the PIP.

4. If the performance has sufficiently improved, the employee may be retained, and without salary adjustment.

5. If the performance has not improved, further steps may be taken as outlined in the PIP, and/or the at will employment relationship terminated.

D. Salary Increases

1. Salary increases are granted in July of each year, if funding is available, and are based upon overall performance levels as documented in the performance evaluation.

2. An employee who fully meets acceptable standards of the position as indicated on the performance evaluation will receive a Base Index Adjustment (BIA) increase. An employee may be eligible for an additional pay increase, in a percentage or amount as determined and approved by the Personnel
Committee, depending upon the overall score of the performance evaluation.
   a. An employee who is less than proficient will not receive a salary increase

3. Salary increases are calculated by applying the BIA to the grade midpoint of the salary range.
   a. The BIA is a percentage based upon a rolling 36 month average of the Consumer Price Index (CPI), as of the month of December in each year.

4. Any percentage increases resulting from exceeding the standards for fully successful work performance, will be calculated once the BIA increase has been added to the employee’s gross salary.

5. Individuals, who are hired, promoted, demoted, or transferred between July 1st and December 31st of any given fiscal year, will receive a BIA increase during the annual evaluation period. Individuals who are hired, promoted, demoted or transferred between January 1st and June 30th of any given fiscal year, will not receive the increase scheduled in July, but will receive it, if they are fully meeting the standards of the position, upon the completion of the six (6) month performance evaluation.

6. Any employee’s salary, who at the time of a performance evaluation is at the maximum of the employee’s paygrade/salary range, shall be eligible to receive pay increases resulting from COLA only, and shall not be eligible to and is otherwise prohibited from receipt of salary increases attributable to BIA or for any other basis.

E. Quality, Innovation, Leadership, Savings (QuILS) Awards
1. Employees may be nominated in February of each year to receive a one-time QuILS Award for quality, innovation, leadership, and savings. The award shall be no greater than five thousand dollars ($5,000).

2. All nominations must state why the individual should receive such an award, and the savings achieved by such accomplishment, project, or performance.

3. Nominations for QuILS awards must be approved by the Personnel Committee and the Board of Supervisors.

F. This Section IV: Employee Evaluation and Salary Increases incorporates and is supplemented by the Pay Administration Guidelines found in the Appendix at Form CC 01.
Personnel Management Plan Culpeper County, Virginia
SECTION V: COMPENSATION AND WORK HOURS

I. Purpose
It is the County’s objective to compensate employees in a fair and reasonable manner, and in accordance with all federal and state requirements.

Nothing contained herein shall be considered a contract between Culpeper County and any of its employees for any specific or general period of time.

II. Scope
This policy applies to all County employees

III. Procedures
A. Pay
1. Employees are paid on a monthly basis with pay day being assigned as the 30th of each month, or the Friday before if the 30th falls on a weekend or a County designated holiday.

2. Timesheets shall be submitted no later than the indicated due date listed on the control sheet for payroll processing. Pay processing and pay for time worked may be delayed as may be permitted by law for any employee who fails timely to submit a timesheet.

3. An employee hired before January 1, 2010 may be paid by check or direct deposit.

4. An employee hired on or after January 1, 2010 shall be paid by direct deposit. In the event that an employee does not elect direct deposit within two (2) months from the date of hire he/she shall be paid by credit to a prepaid debit card or card account at a financial institution.

5. All employees shall access to their pay information (wages, deductions, etc.) through the County’s ESTUB system. Only employees hired before January 1, 2010 may opt to continue to receive a paper stub.

B. Work Hours
1. The standard work week for all full time employees, excluding sworn law enforcement, emergency services, and dispatch personnel, is forty (40) hours, Monday thru Sunday. Individual employee schedules may vary as determined by the Department Head or Constitutional Officer.

2. The standard work period for all sworn law enforcement and emergency services personnel shall be 28 consecutive calendar days, with the number of hours worked varying depending upon shift schedules as determined by the Department Head.
3. The standard work week for dispatch personnel is Sunday thru Saturday with alternating weekly schedules between 36 hours per week and 48 hours per week. Shift schedules and individual employee schedules shall be determined by the Department Head.

C. Alternative Work Schedule/Location - Flex Time & Telecommuting

1. Department Heads or designee may approve alternative schedules for eligible employees within their departments to meet operational and customer needs, and to help employees balance their career and family lives.
   a. Flexible work schedules (flex time) - work hours that are not identical to the department’s normal operating hours or the designated schedule for the position. Examples of flex time may include varying start and end times, compressed work week, etc.
   b. Telecommuting – opportunity to work at home or at an alternate work site on a specified day, or days, and/or for specified hours

2. Employees may request an alternative work schedule/location on the appropriate form to be reviewed by the Department Head or designee. The alternative arrangement may be temporary or permanent.

3. Department Head or designee should consider alternative schedules/locations requests on a case-by-case basis. While it is not required that alternative work schedules/locations be uniformly available to all positions within a department, the Department head or designee is responsible for ensuring fair and equitable administration of this policy to all eligible employees.

4. The approval of alternative work schedules/locations are at the discretion of the Department Head or designee. When reviewing and approving requests, the following circumstances should be considered:
   a. Employee’s past and present performance;
   b. Essential functions of the position;
   c. Customer interaction with the position;
   d. Minimum, on-site, departmental staffing levels; and
   e. Effect on departmental and/or organizational productivity.

5. Employees shall not be eligible to work an alternative work schedule/location:
   a. When high levels of performance and productivity are not demonstrated regularly;
   b. During any probationary period; or
   c. Within the first six months following the date of a change in status such as a transfer, demotion, or promotion.

6. Employees who are granted alternative work schedules/locations will be held to the same terms of employment as all other employees and will be required to:
   a. Perform the essential functions of their positions;
   b. Maintain performance and productivity levels;
c. Keep accurate account of work hours, and utilize leave as needed;
d. Act in a professional manner at all times while performing duties, adhere to the Standards of Conduct as outlined in Section VIII of the PMP, regardless of work location and hours;
e. Maintain a safe work area;
f. Engage in only governmental activities while in official duty status;
g. Adhere to all other policies outlined in the Personnel Management Plan and any and all departmental policies, if applicable.

7. Alternative work schedule/location shall not:
   a. Result in an employee working less than his/her prescribed hours within a pay period;
   b. Cause or contribute to the need for additional staff or for existing staff to work overtime hours;
   c. Change the department’s regular operating hours, or diminish a Department Head or designee’s authority to create, or adjust work schedules/locations;

8. An employee with a telecommuting work arrangement:
   a. May be required to supply, maintain, repair, replace, transport, install, and secure equipment such as computer, printer, etc. needed to perform duties at the alternate work location;
   b. May be liable for damages to County-provided equipment caused by improper use, damage, theft or unauthorized use;
   c. Shall be responsible for operating costs, home maintenance, and any other incidental costs, (e.g. utilities) associated with the use of the alternate work location;
   d. Shall not conduct business meetings with third parties at the alternate work location;
   e. Shall receive Department head or designee approval before removing sensitive or confidential records/information from County offices;

   *Employees are put on notice that pursuant to Va. Code Ann., Sec. 2.2-3815, the Social Security Number Protection Act, the first five digits of a social security number contained in a public record shall be confidential and any inadvertent or intentional release by an employee is a violation of state law for which there is personal accountability.

   **Employees are put on notice that pursuant to HIPPA and Va. Code Ann., Sec. 32.1-127.1:03, health care records in the possession of the County shall be confidential and any improper release is a violation of law.

   f. Upon reasonable notice shall permit County representatives, if needed, to inspect the alternate work location (1) after any on the job accident or injury has been reported, and (2) to ensure compliance with the County’s Safe and Healthful Workplace Policy.
9. An employee is covered by workers’ compensation for injuries arising out of and in the course of performing official duties (i) while at the alternate work location and (ii) where the injury/condition sustained has met the definition of a compensable claim under the Workers Compensation Act. The employee shall immediately notify the Department head of designee of any accident or injury that occurs at the alternate work location.

10. The employee agrees to defend, indemnify and hold harmless the County, and its employees from and against all claims, demands or liability resulting from or arising in connection with any injury to persons or damage to property, caused directly or indirectly, by the services provided by the employee where the injury or damage results from the employee’s intentional or willful misconduct or acts of gross negligence or omissions in the performance of official duties and obligations, except where such claims, demands or liability arise solely from the gross negligence or willful misconduct of the County.

11. Employees are put on notice that homeowners’/tenants’ policies normally do not automatically cover injuries or property damage arising out of, or relating to the business use of residential property. For the employee’s protection, an employee should secure a homeowners’/tenants’ liability policy to cover property damage and bodily injury to third parties arising out of or relating to the business use of their home.

12. Department Heads or designee may discontinue, temporarily suspend, and/or modify alternate work schedules/locations if operational needs change, service is impaired, or the employee’s performance declines.

Please see the Appendix at Forms CC 02 through 03 for all forms related to alternative workplace requests, telecommuting, and safety certifications and checklists that must be completed attendant to such requests.

D. Overtime

Non-exempt employees shall be compensated for overtime in accordance with the following provisions:

1. Non-exempt employees, excluding sworn law enforcement, emergency services, and dispatch personnel, shall be compensated at one and one-half times their regular rate of pay for all hours worked in excess of 40 hours during the work week. Pursuant to their understanding with the County, employees may accrue limited compensatory time in lieu of overtime pay. Compensatory (comp) time shall be paid out in accordance with Section XII of the Personnel Management Plan.

2. Non-exempt emergency services personnel:
   a. Shall earn straight time at their hourly rate of pay for hours worked in excess of their scheduled work hours wherein the hours worked are more
than 151 hours but less than 213 hours in a 28 day work period.
b. Shall be compensated at one and one-half times their regular rate of pay for all hours worked in excess of 212 hours during the 28 day work period.

3. Non-exempt dispatch personnel (36 hour / 48 hour weekly schedule):
   a. During a 36 hour normal work week, he/she shall receive pay for working 40 hours with no leave reduction, and will be compensated at one and one-half time their regular rate of pay for all hours worked in excess of 40 hours during the work week.
   b. During a 48 hour normal work week, he/she shall be compensated at half their regular rate of pay for the additional 8 hours, and shall be compensated at one and one-half their regular rate of pay for all hours worked in excess of 48 hours during the work week.

4. Non-exempt sworn law enforcement personnel:
   a. Shall earn straight time at their hourly rate of pay for hours worked in excess of their scheduled work hours wherein the hours actually worked are more than 159 hours but less than 172 hours in a 28 day work period.
   b. Shall be compensated at one and one-half times their regular rate of pay for all hours worked in excess of 171 hours during the 28 day work period.

5. Overtime work must be approved in advance and in writing, except in an emergency, prior to being performed.

6. Exempt employees are not entitled to overtime or compensatory leave under the provisions of the Fair Labor Standards Act

E. Holiday Pay
Culpeper County closes its offices in observance of holidays as directed by the Board of Supervisors. Holidays generally include:

- New Year’s Day
- Lee-Jackson Day
- Martin Luther King Day
- President’s Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veteran’s Day
- Thanksgiving
- Christmas Day
- Independence Day

In observance of a holiday, employees are compensated in accordance with the following provisions:

1. All non-essential full time employees do not report to work, but receive compensation based on their regular salaries as if they reported to work as usual. Non-exempt full time employees who are required to work or are defined as essential shall be compensated as follows:
   a. Shall receive regular hourly pay for all hours actually worked on the holiday and hours will be included in the calculation of any overtime for the
COUNTY OF CULPEPER, VIRGINIA

work week. The hours may be marked for compensatory time, at the
option of the employee; and
b. Shall receive a holiday benefit up to 8 hours at the regular hourly rate to
be paid as straight time pay.

2. In the event that a holiday falls on a non-exempt full time employee’s regular
scheduled day off, the employee shall accrue an 8 hour holiday benefit to be
paid as straight time pay. The hours may be marked for compensatory time, at
the option of the employee.

3. All non-essential part time employees do not report to work and do not receive
compensation for any closing in observance of a holiday. Non-exempt part time
employees required to work on a holiday or defined as essential shall be
compensated as follows: Shall receive one and one half their regular hourly
rate for all hours actually worked on the holiday, and hours will be included in
the calculation of any overtime for the work week.

Holidays falling on Saturdays and Sundays may be observed, i.e., the buildings
closed, on Fridays and Mondays, respectively at the direction of the Board of
Supervisors.

F. Inclement Weather Pay
During an authorized closing determined by the County Administrator, employees
are compensated in accordance with the following provisions:

1. All non-essential full time employees do not report to work, but shall receive
compensation as if they reported to work as usual. No additional compensation
will be granted to employees who do report to work and perform their regular
duties. Non-exempt full time employees who are required to work or are defined
as essential shall be compensated as follows:
   a. Shall receive regular hourly pay for all hours actually worked that fall within
      the authorized closing and hours will be included in the calculation of any
      overtime for the work week.
   b. Shall receive a weather benefit up to 8 hours to be paid at the regular
      hourly rate for the portion of the shift that falls within the authorized
      closing. The hours may be marked for compensatory time, at the option of
      the employee.

2. All non-essential part time employees do not report to work, and do not receive
compensation for any closing due to inclement weather. Non-exempt part time
employees who are required to work or are defined as essential shall be
compensated as follows:
   a. Shall receive one and one half their regularly hourly rate for all hours
      actually worked that fall within the authorized closing and hours will be
      included in the calculation of overtime for the work week. The hours may
      be marked for compensatory time, at the option of the employee.
3. Employees who are on pre-approved leave as defined herein when an authorized closing is announced shall have the hours within the authorized closing attributed to the weather event, and not applied against annual leave balances. Any leave approved that falls outside the authorizing closing shall be applied against annual leave as previously arranged.

4. Employees who are unable to report work because of the weather when the County is running on a normal schedule may utilize leave or leave without pay, as may be appropriate.

If an essential employee does not work the authorized closing, and is not on pre-approved leave, the essential employee may be subject to disciplinary action, as outlined in the Section VIII of the PMP.

G. On call
1. On call time is defined as the time that an employee is required to remain on call on the employer's premises or so close thereto that he cannot use the time effectively for his own purposes. An employee who is not required to remain on the employer's premises but is merely required to leave word at his home or with company officials where he may be reached is not on call.

2. All on call situations will be handled on a case by case basis. Factors that will be considered to determine if on call is compensable are:
   • Whether there are excessive geographical restrictions on the employee’s movements;
   • Whether the frequency of calls unduly restricts the employee’s movements;
   • Whether a fixed time limit for response is unduly restrictive;
   • Whether using electronic devices and/or remote computer equipment eases restrictions on the employee’s activities; and
   • Whether the employee has actually engaged in personal activities during on call time.

3. In the event that on call time is considered compensable under the most current legal standards, he/she shall be compensated as follows:
   a. All non-exempt full time eligible employees shall receive two (2) hours of compensatory time at the straight time rate for each day on call.
   b. All non-exempt part time eligible employees shall receive two (2) hours of pay at the straight time rate.
   c. Employees who are required to report to work will be compensated in accordance with the Fair Labor Standards Act (FLSA).

4. This Section V: Compensation and Work Hours incorporates and is supplemented by the Pay Administration Guidelines found in the Appendix at Form CC 01.
RECITAL OF THE RESOLUTION OF THE BOARD OF SUPERVISORS AND THE COUNTY’S SAFETY POLICY STATEMENT FOR A SAFE AND HEALTHFUL WORK PLACE

RESOLUTION RECITAL

WHEREAS, the Occupational Safety and Health Act of 1970 (OSHA) requires employers to provide a safe place to work, a place free from hazards that might cause injury, disability or even death; and

WHEREAS, the personal safety of our employees, as well as the general public, is a primary and continuing concern of Culpeper County; and

WHEREAS, it is the policy of County of Culpeper, that every employee is entitled to work under the safest conditions possible. Every reasonable effort will be made to promote accident prevention for protection and health preservation to the employees and general public; and

WHEREAS, it is our belief that accidents that injure people, damage equipment or property, or destroy materials cause needless personal suffering, inconvenience and expense. We believe that taking common sense precautions can prevent practically all accidents; now therefore, be it

RESOLVED, that the County of Culpeper, through its employees, will endeavor to maintain a safe and healthful work place; and

BE IF FURTHER RESOLVED, that the County of Culpeper will provide a safe and healthy environment for all County employees, contractor employees, visitors, clients, customers, and the public.

SAFETY POLICY STATEMENT

The personal safety and welfare of our employees, as well as the general public, is a primary and continuing concern of Culpeper County.

It is our goal to provide every employee a place of employment free from recognized hazards which are a potential cause for serious physical harm or health impairment.

Occupational Safety and Health Act of 1970, as amended, requires employers to provide a safe place to work, a place free from hazards that might cause injury, disability or even death.

It is the policy of Culpeper County that every employee is entitled to work under the safest conditions possible. To this end, every reasonable effort will be made to promote accident prevention for protection and health preservation.
It is our belief that accidents which injure people, damage equipment or property, or destroy materials cause needless personal suffering, inconvenience and expense. We believe that practically all accidents can be prevented by taking common sense precautions.

Culpeper County, through its appointed constitutional officers, department heads, and managers, will endeavor to maintain a safe and healthful work place.

Safe operations in all activities are a condition of any individual's employment with Culpeper County.

No activity is so important that it cannot be performed in a safe manner. Employees will advise management about inherently unsafe work without fear of retaliation or intimidation.

Management will work with employees to ensure they have the proper training and equipment to perform work in a safe manner. Culpeper County contracts will include provisions that require work to be performed in a safe manner.

Culpeper County employees will comply with Culpeper County policies and all applicable laws, standards, and regulations at the State and Federal level.

Due to the large number of activities in progress at one time, the varied nature of the work and the widespread location of such activities, we must "formalize" our safety program, utilizing written reports and records, to achieve the maximum use and effectiveness of loss control information.

The Human Resources and Finance Departments will head the County loss control and safety program and will communicate pertinent information to all departments. The Human Resources and Finance Departments, along with the support of the County Attorney, will undertake such duties as may be required in the day-to-day operation of the safety program.

Department Directors are responsible for integrating safety performance and adherence to this policy into departmental objectives, goals, and performance evaluations.

We believe that accidents are avoidable and can be prevented. In order to achieve a safe working environment all members of this organization must be committed to safety through good attitudes and involvement.

Safety and loss control is a tremendous responsibility and one that must be shared by all.

*Everyone is responsible for Safety!*
Personnel Management Plan
Culpeper County, Virginia
VI. SERVICE AWARD POLICY

I. Purpose
The purpose of the Service Awards Program is:
- to commend faithful service performed by County employees;
- to emphasize that each individual plays a key role in the County’s progress;
- to recognize that an employee’s contribution grows with each additional year of service; and
- to encourage career employment with the County.

Nothing contained herein shall be considered a contract between Culpeper County and any of its employees for any specific or general period of time.

II. Scope
This policy applies to all County employees.

III. Procedures
A. Administration
   1. Service awards shall be granted to regular full time and part time employees for 5, 10, 15, 20, 25, 30, or 35 years of service.
   2. All awards shall be presented near or about the month of March of every year, and will recognize employee service achieved in the previous year.

B. Service Credit
   1. Each employee shall accrue one (1) month of service for each month worked to be computed on an annual basis.
   2. Service credit shall be granted for authorized paid or unpaid leave of absences to include, but is not limited to:
      - military leave;
      - sick leave;
      - vacation leave;
      - workers compensation leave;
      - and protected leave under the FMLA and/or the ADA.
   3. Any break in employment for a period of thirty-one (31) or more consecutive calendar days shall destroy the continuity of service, except as provided above in (B)(2).
   4. An employee who is reinstated as a result of a grievance shall not have a break in service.

C. Funding
Service Awards, including any discretionary monetary awards associated with years of service, are subject to monetary appropriation, and a change in appropriation may result in a reduction or elimination of this benefit.
Personnel Management Plan
Culpeper County, Virginia
SECTION VII, TRAINING/TUITION REIMBURSEMENT POLICY

I. Purpose
The County of Culpeper supports and funds continuous job-related skills training and lifelong learning for personal development in order to assist employees in providing the highest level of customer service possible.

Nothing contained herein shall be considered a contract between Culpeper County and any of its employees for any specific or general period of time.

II. Scope
This policy applies to all County employees

III. Procedures
A. Types
1. Job related training and development shall be separated into two categories:
   a. Training and professional development – training needs which are identified as a means of an employee being enabled to improve their performance, their development as a professional within the organization, or as a means of retaining and developing key skills.
   b. Personal development – a course of study which an individual undertakes, normally in their own time, which may improve their academic qualification or give them additional skills and/or improve their future employment prospects with the County.

B. Job Related Training and Professional Development
1. All opportunities shall be made available in an equitable manner without regard to race, color, religion, national origin, disability, age, sex, or other protected class, as may be required by law.

2. Job related training and professional development maybe in the form of on-the-job training, in house training provided at the organizational or departmental level, workshops, seminars, conferences, etc.

3. All job related training and professional development must be directly related to the employee’s job or advancement within the department or County government.

4. All training and development shall be approved by the Department Head or designee.

5. At a minimum, employees shall be provided on-the-job training, and work-related instruction that assists employees to perform their current jobs (includes new hire orientation, instruction necessary to accommodate technological changes, etc.)
6. Other training and development may be identified by the Department Head, or designee at the recruitment stage, during the performance appraisal process, or during the course of employment.

7. Training that is mandated by the department/organization, and is not required for a license/certification shall be paid by the County. The time that an employee spends at such training during normal work hours shall be considered time worked and paid in accordance with the Fair Labor Standards Act (FLSA).

8. Under the FLSA, the County is not obligated to pay for any expenses related to training and development to maintain a license/certification that is required by law in order to perform a specific job; however, a department may pay for such training, if funding is available.

C. Personal Development
1. Personal development needs should be identified by the employee and it shall be the responsibility of the employee to notify the Department Head or designee of interest, the opportunity, and anticipated expenses associated therewith.

2. The County in its discretion may contribute to an employee’s personal development by contributing to the cost and/or essential materials required for the course, in whole or in part, contingent upon available funding and consideration of the budget priorities for the Department and the County.
   a. The employee will be responsible for paying for all expenses related to the course or training, if pre-approved, until completion of the course.
   b. An employee shall only qualify for reimbursement if:
      i. The employee achieves a satisfactory rating or a minimum grade of C, and
      ii. Itemized receipts for the pre-approved course and/or course expenses are submitted to the Department Head or designee.

3. All personal development must be directly related to the employee’s job or advancement within the Department and again must be pre-approved by the Department Head or designee.

4. Employees who participate and receive reimbursement for personal development shall be required to execute a contract in which the employee agrees to continue employment thereafter with the County for a period of at least 30 days per academic credit hour or unit earned. Moreover, the contract will provide that in the event the employee resigns or is terminated for cause before such period expires, the employee shall be required to reimburse the County for some or all of the money he/she received for personal development, as is reasonable. Please see the sample contract in the Appendix.
Form at CC 04.

D. Recordkeeping
1. A copy of all training and development courses completed by the employee shall be kept in the employee’s personnel file consistent with the Virginia Public Records Act and/or as otherwise required by law.

*Training and Development opportunities are subject to available funding and monetary appropriation. A change in appropriation or a reduction in funding may result in a reduction or elimination of the program(s).*
SECTION VIII. STANDARDS OF CONDUCT

I. Purpose
It is the County’s objective to promote the well-being of its employees in the workplace and to maintain high standards of professional conduct and work performance. Accordingly, this policy sets forth (1) standards for professional conduct, (2) behavior that is unacceptable, and (3) actions that departments may impose to address behavior and employment problems.

Nothing contained herein shall be considered a contract between Culpeper County and any of its employees for any specific or general period of time.

II. Scope
This policy applies to all County employees.

III. Procedures
A. Employment At Will
1. All County employees are employees-at-will under Virginia law.

B. Standards of Conduct
Each employee is responsible for promoting an image of professionalism at all times and is expected to adhere to the following Standards of Conduct:

1. Provide the highest level of customer service possible;

2. Treat individuals, including subordinates, fellow employees and management alike, and those whom they serve, with respect, courtesy, and tact regardless of age, race, color, religion, sex, national origin, marital status, pregnancy, childbirth or related medical conditions, certain veteran status, or retaliation for a claim made under any of the above.

3. Provide satisfactory work performance. Notify Department head or designee of any conditions or circumstances and/or unclear instructions or procedures that prevent satisfactory work performance;

4. Report to work, serve the appropriate time as scheduled, and conduct coming on duty procedures and being released of duty procedures, as required by Department policies;

5. Comply with all rules and regulations prescribed in the Personnel Management Plan;

6. Comply with proper order of a Department head, supervisor or their designees;

7. Give written notice to the Department Head or designee for any employment outside County employment, and obtain prior approval before engaging in any
other employment in other agencies, outside of County service, in any private businesses, or in the conduct of professions, when such other employment or work may conflict with the County, the employee’s duties for the County, or may put the County in an adverse light in the eyes of the public;

8. Promote safe operations and comply with all appropriate safety and health regulations. Report hazards in order to be corrected;

9. Dress in appropriate attire, uniform, and safety equipment as specified by the department and position;

C. Prohibited Conduct
The County operates under at-will employment principles. All County employees are employees-at-will under Virginia law. Nonetheless, the following conduct is expressly prohibited. Employees who engage in any of the following may be subject to termination, or other disciplinary action, as may be determined appropriate in the administration and enforcement of the Personnel Management Plan.

1. Performing inadequate or unsatisfactory work performance and/or customer service; failure to carry out reasonable assignments;

2. Use of obscene, offensive, abusive or threatening language toward other employees, supervisors, or members of the public;

3. Insubordination; direct refusal and failure to follow a department head, supervisor, or their designee’s direct, lawful instructions; refusal to work overtime hours as required, or working unauthorized overtime hours;

4. Arriving late for work;

5. Absent an emergency, failure to provide two (2) days’ advance notice before commencement of leave;

6. Any absence in excess of one day without proper authorization or satisfactory explanation thereafter;

7. Any absence in excess of three (3) days without proper notification to the pertinent Department head shall be deemed a resignation to the County without notice, barring exceptional circumstance;

8. Using County property for other than officially approved activities such as for outside employment or frequent personal activities;

9. Theft or unauthorized removal of County property, or the property of other persons from the workplace. Willfully or carelessly damaging or defacing County property or the property of other persons, including but not limited to
employees, supervisors or members of the public;

10. Falsifying any statement made to the County in verbal or written form. (e.g. employment application, time records, time and attendance records, vehicle accident claims, worker’s compensation claims, etc.);

11. Falsifying County records or statements made on behalf of the County in the course of duties;

12. Supervising or otherwise having control or influence over work activities or salary matters for a person with whom the employee has a significant personal relationship. For purposes of the Personnel Management Plan, “significant personal relationship” is defined as a parent, child, spouse, sibling, cohabitating and/or sexual partner, or anyone else whom the employee dates, or with whom the employee has a romantic relationship;

13. Abuse of authority by a department head, such as gross favoritism or mistreatment of employees; condoning illegal or improper actions of subordinates toward supervisors, other employees or members of the public;

14. Engaging in outside employment without prior approval from the Department head or designee;

15. Unauthorized sleeping during work hours;

16. Failure to report any accident, injury, or auto/equipment damage to the Department head or designee; Creating or contributing to unsanitary or unsafe conditions in the workplace;

17. Operating a County vehicle in excess of posted speed limits; reckless driving of County vehicles;

18. Being convicted of a moving traffic violation while using a County-owned or other public-use vehicle; knowingly operating a vehicle on County business with a revoked or suspended driver’s license;

19. Transporting unauthorized passengers in County vehicles or use of County vehicles for unauthorized personal business;

20. Possession or use of an illegal substance while on duty or on County property;

21. Unlawful possession of a firearm while on duty; Misuse or abuse of a firearm while on duty. Unauthorized possession or use of dangerous weapons or explosives while on duty;
22. Disruptive or distracting behavior which interferes with work being performed;

23. Sexually harassing a fellow employee, supervisor, or subordinate; sexually harassing a member of the public on County property or while on duty; displaying of obscene, pornographic, or other similarly offensive pictures on County property or while on County duty;

24. Fighting, threatening, assaulting, and/or other acts of physical violence on County property or while on duty;

25. Secretly tape recording conversations with other employees, including supervisors, without the mutual consent of all parties to the conversation; tape recording members of the public absent Department Head written authorization. Divulging information obtained by secretly listening to or eavesdropping upon private conversations between other employees, supervisors, and/or members of the public. Divulging confidential personal or work related information;

26. Participating in any kind of work slowdown or similar concerted interference with County operations;

27. Commission of any act deemed to be illegal under the Code of Virginia while on County time or on County property;

28. Engaging in criminal, dishonest, immoral, disgraceful conduct harmful to the legitimate business interest of the County; conviction of a crime which reflects negatively on the County;

29. Violating any policy or procedure prescribed in the Personnel Management Plan not described in this section.

This list is to be considered illustrative and not all-inclusive. All County employees are employees-at-will under Virginia law.

D. Counseling

1. Counseling may be a discussion or writing in which the Department Head or designee discusses areas of improvement related to the employee’s work performance or behavior. Counseling is not to be used as formal disciplinary action.

2. Counseling may be verbal or documented on the Performance Improvement Plan (PIP). The Performance Improvement Plan shall include the following: (1) a description and specific examples related to the employee’s conduct as well as any supporting documentation (2) expectations of appropriate conduct (3) an explanation of how the conduct impacts the work environment and (4) consequences if the employee fails to meet expectations as outlined in the PIP.
3. Documentation regarding counseling will normally be retained in Department Head or designee’s files except when directly related to performance evaluations or to support subsequent formal disciplinary action.

4. Counseling is not a prerequisite to disciplinary action. *All County employees are employees-at-will under Virginia law.*

5. Counseling is not grievable.

E. Disciplinary Action
When determined appropriate by a Department head or designee, a formal policy of progressive employee discipline should generally be followed by a Department head or designee depending upon the seriousness of the offense. The following steps are encouraged to be used for a series of minor offenses. A first offense, minor or serious, may result in termination, as all County employees are employees at-will. It is appreciated that a serious first offense should warrant suspension or termination and should result in such disciplinary actions without the preliminary steps. Steps in the process include:

- Verbal warning
- Written Warning
- Suspension
- Termination

1. The organization reserves the right to alter the progressive discipline order described above, to skip or eliminate disciplinary steps, or to create new and/or additional steps.

2. The Human Resources Director will advise the Department Head or designee of the policies and procedures related to the use of progressive discipline, ensure equitable interpretation and application of the provisions of this section, and recommend appropriate action if necessary.

3. (a) Prior to any formal disciplinary action, including suspension, or termination, the Department head or designee shall notify the employee in writing of the offense. Notification should include (1) time, date and nature of the offense (2) potential disciplinary action, and (3) a time to meet to discuss the circumstances of the offense. A meeting shall be held with the employee to discuss the offense, and allow the employee an opportunity to explain his/her actions including mitigating circumstances.

(b) The County Administrator prior to initiating any formal disciplinary action, including but not limited to suspension, or termination, against a Department head or other employee, shall brief the Board of Supervisors on the matter. Thereafter, prior to any formal disciplinary action, including but not limited to suspension, or termination, the County Administrator shall notify the employee
in writing of the offense. Notification should include (1) time, date and nature of the offense (2) potential disciplinary action, and (3) a time to meet to discuss the circumstances of the offense. A meeting shall be held with the employee to discuss the offense, and allow the employee an opportunity to explain his/her actions including mitigating circumstances.

4. Should, following the informal hearing, the Department Head or designee decide to impose formal discipline, a Written Notice of Disciplinary Action shall be prepared and copies provided to the employee and the Human Resources Department. The Written Notice of Disciplinary Action will include (1) the nature and evidence of the offense (2) any disciplinary action taken in addition to the issuing of the form (3) any extenuating circumstances that were considered, (4) consequences if the employee fails to correct behavior, and (5) the employee’s right to grieve the action, if any. The Notice shall be signed by the employee and in the event the employee is unable to sign, it shall be initialed by the Department Head or designee.

5. An employee may be removed from the work area, without providing advance notice, when the employee’s continued presence may be harmful to the employee, their fellow employees, or to the work environment or makes it impossible for the department to conduct business. In this event, the Department Head or designee shall provide Written Notice of Offense after the employee has been removed.

6. All County employees are employees-at-will under Virginia law.

F. Mitigating Circumstances
1. In choosing the appropriate disciplinary action, the Department Head or designee should consider mitigating circumstances, to include, but not limited to:
   a. the seriousness of the offense
   b. past performance
   c. the length of employment with the County
   d. an employee’s ability and willingness to correct the offense
   e. disciplinary actions taken for similar offenses of that employee and other employees
   f. any other circumstances related to the nature of the offense, an employee’s employment with the County, and the effect the offense may have on the organization.

All County employees are employees-at-will under Virginia law.

G. Other Circumstances which prevent employees from performing their jobs.
1. An employee unable to perform the essential functions of the position in which he is assigned may be removed, or terminated from employment, under this section. Reasons include, but are not limited to:
a. Loss of driver's license, if required for the position held;
b. Incarceration for more than a minimal period of time;
c. Loss of license or certification required for position;
d. Criminal convictions and/or conduct occurring on or off the job that are related to job performance.

All County employees are employees-at-will under Virginia law.

H. Administrative Leave
1. Administrative leave, with pay, may be used when the asserted offense makes it operationally desirable to separate the employee from the workplace while an investigation is conducted; the responsibility of the employee is not clear; and, there is no potential for extreme adverse public reaction to the nature of the offense.
2. The length of an administrative leave shall be limited to (30) thirty calendar days.

I. Suspension
1. Administrative suspension, without pay, may be used when the asserted offense makes it operationally desirable to separate the employee from the workplace while an investigation is conducted. There must exist a good faith basis to believe that the responsibility of the employee as to the offense is more likely than not; and there is a potential for extreme adverse public reaction to allow the employee to return to their position and be paid during the pendency of the investigation.
2. As a disciplinary action, suspension, without pay, may be imposed by a Department Head or designee when it is determined that an employee has committed a serious offense or repeated minor offenses.
3. The length of an unpaid suspension shall be limited to (30) thirty calendar days.
4. If suspension is imposed, an employee may use accrued leave during the suspension period.
5. Suspensions for fourteen (14) calendar days or more may affect an employee's annual leave accrual, retirement contributions, health insurance coverage, and other benefits.
6. Suspensions imposed on an exempt employee for disciplinary actions must be made on a full-day basis.

Absent an emergency, prior to imposing administrative leave or suspension for investigation purposes, a Department Head or designee should contact the Human Resources Department and the County Attorney.
J. Administrative Leave/Suspension pending Investigation

1. Written notification of administrative leave or suspension shall be by memorandum or letter, not by the Written Notice of Disciplinary Action form. (Any suspension imposed as a disciplinary action may be made by the Written Notice of Disciplinary Action form).

2. Employees on administrative leave or suspension normally shall not be allowed on the department’s premises, nor shall they be allowed to perform any work on or using County property except to fulfill previously-scheduled court obligations or to file/process a grievance.

3. When administrative leave or suspension is imposed, and if, following the conclusion of the investigation the Department Head or designee:
   a. Determines that a disciplinary action is not appropriate, the employee shall return to work.
   b. Determines that the offense violates Standards of Conduct, a Written Notice of Disciplinary Action form shall be completed and, the disciplinary action shall begin immediately.

4. When suspension is imposed, and if, following the conclusion of the investigation the Department Head or designee:
   a. Determines that a disciplinary action is not appropriate, the employee shall return to work. Any leave, and other benefits shall be reinstated and the employee shall receive back pay for the suspension period.
   b. Determines that the offense violates Standards of Conduct a Written Notice of Disciplinary Action form shall be completed, and the disciplinary action shall begin immediately.
   c. If suspension is imposed as a formal disciplinary action, the employee shall only begin the suspension period if the period is longer then the investigation suspension. If the disciplinary suspension is less than the investigation suspension, the employee shall be reimbursed the difference in lost pay and benefits.

5. The Department Head or designee shall have thirty (30) calendar days to complete an investigation. If the department does not make a decision regarding disciplinary action within thirty (30) calendar days, the employee shall either (1) be terminated (for example, a law enforcement investigation which may take months to complete and the potential offense is such as may cause an extreme public reaction) or (2) be permitted to return to work pending completion of the investigation.

K. Separation from employment

1. In the event of resignation, retirement, termination, lay-off, permanent disability or death, an employee may be entitled to the following benefits:
   a. Payment for accrued annual leave, compensatory, and/or overtime.
   b. Continuation of health insurance under the provisions of Consolidated
Omnibus Budget Reconciliation Act (COBRA).

2. Benefits shall be cancelled on the last day of the month following the separation.

3. The separation date shall be recorded as the last day worked or the notification date in the event the employee is on a leave of absence.

4. Payment for hours worked and entitlement of benefits shall be mailed to the employee.

L. Grievance
An eligible employee may challenge a disciplinary action through the grievance process. Please see Section X, Grievance Policy/Procedure of the Personnel Management Plan.

Please consult the Appendix at Forms 5 through 7 for all HR and personnel forms related to the standards of conduct, and employee counseling, discipline, and termination.

Please consult the Appendix at Forms 09 through 17 for all Grievance related forms.
Personnel Management Plan
Culpeper County, Virginia
Section IX, Workplace Harassment

I. Purpose
The County of Culpeper shall provide an environment free from unlawful discrimination. All forms of discrimination related to race, color, religion, sex, age, national origin, disability, or other protected classes, as well as retaliation for engaging in protected activity, are violations of this policy.

This purpose of this policy is to educate employees and other individuals subject to the policy in the recognition and prevention of illegal workplace harassment and to provide an effective means of eliminating such harassment from the workplace.

Nothing contained herein shall be considered a contract between Culpeper County and any of its employees for any specific or general period of time.

II. Scope
This policy applies to all County employees.

III. Prohibited Conduct
A. Harassment
1. The County strictly forbids harassment of any employee, applicant for employment, vendor, contractor, volunteer, or customer on the basis of an individual’s race, color, national original, religion, age, sex, or disability.

2. The County will not tolerate the use of racial, religious, sexual, gender, age-related, ethnic, or disability related comments, innuendos, slurs, or jokes. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature are also prohibited, as well as all forms of verbal, non-verbal, and physical harassment based on a protected class.

B. Retaliation
1. The County will not tolerate any form of retaliation directed against an employee or third party who either complains about harassment or who participates in any investigation concerning harassment.

IV. Responsibilities
1. The Human Resources Department or designee shall communicate and publish this policy to all employees, and will explain the procedures for filing a workplace harassment complaint.

2. Department Heads or designee’s are required to:
   a. Stop any workplace harassment of which they are aware, whether or not a complaint has been made;
   b. Express written disapproval of all forms of workplace harassment;
   c. Intervene when they observe any acts that may be considered workplace
3. Employees are required to conduct themselves in a manner that will ensure proper performance of County business and maintenance of public trust and confidence.

4. Victims are strongly encouraged to make a formal complaint regarding perceived harassment and to participate in the complaint process, so that illegal behavior may be addressed in accordance with law.

V. Policy Violations
A. Engaging in Harassment
1. An employee who engages in conduct determined to constitute harassment, retaliation, or otherwise encourages such conduct by others shall be subject to disciplinary action, up to and including, termination.

B. Definitions
1. Retaliation – overt or covert acts of reprisal, interference, restraint, penalty, discrimination, intimidation, or harassment against an individual or group exercising rights under this policy.

2. Sexual Harassment – any unwelcome sexual advance, request for sexual favors, or verbal, written or physical conduct of a sexual nature by a manager, supervisor, co-workers, or non-employee (third party).
   a. Quid pro quo – a form of sexual harassment when a manager/supervisor or a person of authority gives or withholds a work-related benefit in exchange for sexual favors. Typically, the harasser requires sexual favors from the victim, either rewarding or punishing the victim in some way.
   b. Hostile environment – a form of sexual harassment when a victim is subjected to unwelcome and severe or pervasive repeated sexual comments, innuendoes, touches, or other conduct of a sexual nature which creates an intimidating or offensive place for employees to work.

3. Third parties – Individuals who are not County employees, but who have business interactions with County employees. Such individuals include but are not limited to customers, vendors and volunteers.

4. Workplace Harassment – Any unwelcome verbal, written or physical conduct that either denigrates or shows hostility or aversion towards a person on the basis of race, sex, color, national origin, religion, age, or disability that; (1) has the purpose or effect of creating an intimidating hostile or offensive work environment; (2) has the purpose or effect of unreasonably interfering with an
employee’s work performance; or (3) affects an employee's employment opportunities or compensation.

C. Allowing Harassment to Continue and/or Failing to Respond
1. Department heads and/or supervisors who allow workplace harassment to continue or fail to take appropriate corrective action upon becoming aware of the harassment may be considered parties to the offense, even though they may not have engaged in the harassing behavior.

2. Department heads and/or supervisors who allow workplace harassment to continue or who fail to take appropriate action shall be subject to disciplinary action, up to and including termination.

VI. Complaint Options
1. Employees may use the following options to file a complaint:
   a. Grievance procedure
   b. Workplace Harassment procedure

2. In the event that the employee elects to pursue a complaint under the Workplace Harassment procedure, the employee shall not be permitted to pursue such complaint through the County’s grievance procedure.

3. In the event that the employee has previously filed a grievance as a result of an incident, the employee shall not be permitted to pursue a duplicative complaint regarding the same incident under this procedure.

VII. Confidentiality
1. The confidentiality of harassment allegations will be protected to the extent possible; unfortunately, it cannot be guaranteed due to the fact that certain information must be revealed to the alleged harasser and potential witness(s) in order to conduct an effective investigation, and/or may have to be revealed to certain governmental administrative or judicial tribunals.

2. Information about the allegation will only be shared with individuals on a need to know basis, and records relating to complaints will be kept confidential.

3. The County recognizes it has a legal duty to prevent and correct known harassment or retaliation in the workplace.

VIII. Workplace Harassment Procedure
1. Employees and third parties should report incidents of workplace harassment and retaliation as soon as possible after the incident occurs.

2. Employees and applicants of employment seeking to remedy workplace harassment may file a written complaint with the Human Resources Director, the Department Head or designee, or any other person designated to receive
such reports.
   a. Under no circumstances shall the individual alleging harassment be
      required to file a complaint with the alleged harasser.
   b. Charges of harassment against the County Administrator shall be referred
      to the Board of Supervisors.
   c. In the event that a third party is responsible for the harassment, the County
      Administrator or designee will determine the appropriate action to take.

3. An initial investigation should be initiated as promptly as practical after receipt
   of a complaint to determine whether a detailed fact-finding investigation
   should be conducted. This may include reviewing the complaint, speaking with
   the alleged harasser, etc.

4. If a detailed fact finding investigation is not warranted, the person conducting the
   initial investigation shall notify the appropriate parties in a timely fashion.

5. If a detailed fact-finding investigation is warranted, it will be launched
   immediately. The amount of time to complete the investigation will depend upon
   the particular circumstances.

6. An individual will be designated to conduct the investigation and to objectively
   gather and consider all relevant facts.
   a. The alleged offender must not have supervisory authority over the
      individual who conducts the investigation and must not have any direct or
      indirect control over the investigation.

7. Intermediate measures may be taken before completing the investigation to
   ensure that further harassment does not occur. This may include scheduling
   changes to avoid contact between the parties; transferring the alleged
   offender; or placing the alleged offender on leave pending the conclusion of
   the investigation.
   a. The complainant should not be involuntarily transferred or otherwise
      burdened, since such measures could constitute unlawful retaliation.

8. The investigator shall interview the complainant, the victim (if not the
   complainant), the accused, witnesses who have direct, personal knowledge
   of the harassment, and others who may have relevant information. The
   alleged harasser may be given the opportunity to provide a written response
   during the interview process.

9. The investigation may include a review of the personnel files of the
   complainant and alleged harasser for information potentially related to the
   complaint.

10. Once the investigation is completed, the County will make a determination as to
    whether harassment occurred. The determination could be made by the
investigator, or by the County Administrator or designee who reviews the investigator’s report.

a. In some circumstances, it may be difficult to reach a determination because of evidence contradictions, lack of documentary, or eye-witness corroboration. In such cases, a credibility assessment may form the basis for the determination.

11. The complainant, the victim, and the alleged harasser shall be informed of the determination, any appropriate disciplinary action taken or other relief granted, if any, and any other action to be taken as a result of the complaint.

12. Any complainant, victim, or alleged harasser may request that the Personnel Committee review the County Administrator’s or designee’s decision.

a. Such request must be made in writing to the HR Director or designee within ten (10) calendar days after being informed of the determination.

13. The Personnel Committee shall review the decision, and may (a) take additional evidence, (b) remand that the HR Director or designee conduct an additional investigation; and/or (c) take any other action that it deems appropriate within the limitations of this policy and law.

14. The Personnel Committee shall make a recommendation to the Board of Supervisors to affirm or modify the decision.

15. To the extent that the decision is modified, the Personnel Committee shall make written findings supporting such modifications. The decision of the Board of Supervisors, upon review of the proceedings carried out in accordance with the procedures established herein, shall be final.

IX. Assurance of Immediate and Appropriate Corrective action.

1. Any remedial measures shall be designed to stop the harassment, correct its effects on the employee, and ensure that the harassment does not recur. These remedial measures need not be those that the victim and/or complainant requests or prefers, as long as they are effective.

2. Remedial measures should not adversely affect the complainant. If it is necessary to separate the parties, the offender should be transferred (unless the complainant prefers otherwise). Other forms of remedial measures might include: oral or written warning or reprimand; demotion; reduction of wages; suspension; training or counseling; and monitoring of the harasser to ensure that discrimination stops.

3. Remedial measures also should correct the effects of the discrimination on the victim. Such measures should be designed to put the employee in the position he/she would have been in had the misconduct not occurred. Such measures might include: restoration of leave taken because of the
COUNTY OF CULPEPER, VIRGINIA

discrimination; reinstatement; apology by the harasser; monitoring treatment to ensure that the employee is not subjected to retaliation; and correction of any other harm caused by the discrimination (e.g., compensation for losses).

Please see the Appendix at Form CC 08 for the HR form related to the processing of complaints of workplace discrimination and/or harassment.
Personnel
Management Plan
Culpeper County, Virginia
Section X, Grievance Policy

I. Purpose
It is the policy of the Board of Supervisors to provide fair, equitable, and satisfactory working arrangements for its employees. This policy provides a process where employees may voice complaints concerning issues related to their employment with the County.

Nothing contained herein shall be considered a contract between Culpeper County and any of its employees for any specific or general period of time.

II. Scope
This policy applies to all local government full and part time employees who are not listed as exempt under Section 15.2-1507 of the Code of Virginia, as amended. Exempt positions include:

• Keys officials of the County such as the County Administrator, County Attorney, and Department Heads;
• Employees serving their initial probationary periods, including any permitted extensions thereof, unless their complaint include allegations of discrimination or workplace harassment;
• Members of boards and commissions;
• Officials, appointees, and employees who serve at the will or pleasure of an appointing authority;
• Temporary, limited, and seasonal employees;

The County Administrator or his/her designee shall maintain an up to date list of the key officials positions that are excluded from the grievance procedure, which shall be included herein and in the Appendix.

III. Procedure
A. Types of Complaints
An eligible employee may grieve (complain or dispute) any grievable action relating to his/her employment. However, the County retains the right to manage the affairs and operations of the organization consistent with the below; therefore not all actions are grievable.

1. Examples of grievable actions:
   a. Disciplinary actions, including dismissals; disciplinary demotions and suspensions;
   b. Application of personnel policies, procedures, rules and regulations;
   c. Complaints of discrimination on the basis of race, color, creed, religion, political affiliation, age, disability, national origin, or sex;
   d. Acts of retaliation taken as a result of utilization of this grievance procedure or for participation in the formal grievance of another County employee; and
   e. Acts of retaliation because the employee has complied with any law of
the US or the Commonwealth of Virginia; has reported any violation of such law to a governmental authority or has sought any change in law before the United States Congress or the General Assembly of Virginia.

2. Examples of non-grievable actions:
   a. Establishment or revision of wages, salaries, position classifications, or general benefits
   b. Work activity accepted by an employee as a condition of employment or which reasonably may be expected to be part of the content of the job;
   c. Direction and evaluation of the work of County employees (performance evaluations shall not be grievable except where the employee can show that the evaluation was arbitrary or capricious);
   d. Means, methods and personnel by which work activities are undertaken
      i. The provision of equipment, tools, and facilities necessary to accomplish tasks;
      ii. The scheduling and distribution of manpower/personnel resources
      iii. Training and career development; and
      iv. Hiring, promotion, transfer, assignment, and retention of employees;
   e. Failure to promote except where the employee can show that established promotional policies or procedures were not followed or applied fairly;
   f. Termination, layoff, demotion or suspension from duties because of lack of work, reduction in workforce or job abolition except where such actions affect an employee who has been reinstated within the previous six months as the result of the final determination of a grievance. In any grievance brought under the exception to this paragraph, the action of the County shall be upheld upon a showing by the County that:
      i. There was a valid business reason for the action, and
      ii. The employee was notified of the reason in writing prior to the effective date of the action;
   g. Contents of statues, ordinances, personnel policies, procedures, rules and regulations
   h. Relief of employees from duties in emergencies, or;
   i. Informal supervisory action – for example, counseling.

B. Time Periods
1. Within this policy, “days” shall be defined as calendar days unless otherwise noted.

2. Time periods shall begin to run on the day following the action, without regard to weekends or County-observed holidays.

3. If a specified time period in this procedure ends on a weekend or holiday, the last day of the time period shall be the end of the first business day following the weekend or holiday.

4. The time periods are intended to be strictly construed and enforced. However,
in the interests of fairness, such time limits may be extended if both parties agree to such extensions in writing.

C. Grievability and Determination Appeals
1. The issue of grievability may be raised by the grievant or Department Head at any step of the grievance procedure prior to panel hearing, or it shall be deemed waived by all parties. The issue shall be resolved before further processing of the grievance.

2. Determinations of grievability and access shall be made by the County Administrator, or designee.
   a. The question of grievability is solely within the purview of the County Administrator, but the County Administrator is authorized to seek legal guidance on the question from the County Attorney.

3. The County Administrator shall have ten (10) calendar days from the date of the request to render a decision of grievability. A copy of the decision shall be sent to the grievant, Department Head or designee, and Human Resources.

4. If the grievant does not agree with the County Administrator’s decision, he/she may file a notice of appeal. The appeal must be received by the County Administrator or the County Attorney within ten (10) calendar days from the date the decision was rendered. Copies shall be sent to the grievant, Department Head or designee, and Human Resources.

5. All appeals shall be heard in the Culpeper County Circuit Court.

6. Within ten (10) calendar days after the filing of the notice of appeal, the County Attorney shall transmit to the Clerk of the Circuit Court the following:
   a. Copy of the County Administrator’s decision on grievability or access to the procedure;
   b. Copy of the notice of appeal; and
   c. Copies of exhibits.

   A list of the evidence furnished to the Court shall also be furnished to the grievant.

7. The failure of the County Attorney to transmit the record shall not prejudice the rights of the grievant. The Court, on motion of the grievant, may issue a Writ of Mandamus requiring the County Attorney to transmit the record on or before a certain date.

8. 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 Attorney 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 require.
9. The decision of the Court shall be rendered no later than the fifteenth day (15) from the date of the conclusion of the hearing.
   a. The court may affirm the decision of the County Administrator or his designee, or may reverse or modify the decision.
   b. The decision of the court is final and is not appealable.

D. The County Administrator prior to his/her initiating formal disciplinary action, including but not limited to suspension, or termination, against a Department Head or other employee, shall brief the Board of Supervisors on the matter. Notwithstanding such requisite briefing, Department Heads do not enjoy grievance rights. Please see the list of positions excluded from the Grievance Procedure detailed in the Appendix at Form CC 17.

IV. Grievance Procedure Process

Steps of the Grievance Procedure
The grievance procedure contains phases:
Step 1 – Informal Discussion
Management Steps
Step 2 – Immediate Supervisor Hearing
Step 3 – Department Head Hearing
Step 4 - County Administrator or designee Hearing
Final Step
Step 5 – Panel Hearing or Hearing Officer

A. Step 1 - Informal Discussion
   1. Prior to the initiation of the Management Steps, an employee should discuss the dispute with his/her immediate supervisor as an attempt to resolve the problem informally.

   2. Even when informal discussions are ongoing, however, the employee must initiate the Management Steps within twenty (20) calendar days as stated in the Initiating a Grievance section of this policy.

   3. The timeframe may be extended if both parties agree, but to be enforceable, such mutual agreement must be in writing.

B. Initiating a Grievance
   1. An employee shall initiate the Management steps by completing the Grievance Complaint Form, and must be presented to the appropriate respondent within twenty (20) calendar days from the date the employee knew or should have known of the event that forms the basis of the grievance.

   2. The grievance must be presented to the department in which the employee works and pertain directly and personally to the employee’s own employment in
Culpeper County, Virginia

a position with access to the grievance procedure.

3. The form must state the claim, the facts in support of the claim, and the relief requested or the grievance may be administratively closed due to non-compliance.

4. The employee may not add additional claims/relief to the grievance once initiated.

C. Step 2 – Immediate Supervisor Hearing
1. An employee shall submit the written grievance to his/her immediate supervisor or the person who issued the discipline/action.
   a. In the event that the Department Head is the person who issued the discipline/action, the employee shall go directly to step 3 of the grievance.
   b. In the event that an employee alleges retaliation or discrimination by the immediate supervisor, the employee may proceed directly to step 3 of the grievance.

2. The immediate supervisor must:
   a. Accept the grievance
   b. Enter the date on the Grievance form
   c. Notify the Human Resources Department of the grievance.

3. The immediate supervisor shall identify the issues, gather information and review the facts. A face-to-face meeting shall be held to discuss the issues in the dispute.

4. Within ten (10) calendar days of receiving the grievance, the immediate supervisor must provide written response on the grievance form.
   a. The response must address the issues and the relief requested, and should notify the employee of his/her procedural options.

5. Within ten (10) calendar days of receiving the immediate supervisor’s response, the employee must:
   a. Indicate on the grievance form his/her intention to continue to the third step resolution and submit the form to the third step respondent or;
   b. Indicate on the grievance form his/her intention to conclude the grievance and submit the form to the Human Resources Department.

D. Step 3 – Department Head Hearing
1. An employee shall submit the written grievance to his/her Department Head. In the event that an employee alleges retaliation or discrimination by the Department Head the employee may:
   a. Request that the County Administrator designate another third step respondent or;
   b. Has the option to proceed directly to step 4 of the grievance.
2. The Department Head must:
   a. Accept the grievance
   b. Enter the date of receipt on the form
   c. Notify the Human Resources Department that the grievance has advanced

3. The Department Head shall identify the issues, gather information and review the facts. A face-to-face meeting shall be held to discuss the issues in the dispute.

4. The persons that may be present at this meeting include:
   a. Employee;
   b. Department Head;
   c. Any relevant witnesses.

5. The employee and Department Head may call relevant witnesses, but the witnesses shall only be present at the meeting while he/she is being questioned.

6. Both parties are encouraged to present information relevant to the grievance and may question one another regarding disputed facts and issues at the meeting.

7. Within ten (10) calendar days of receiving the grievance, the Department Head must provide written response on the grievance form.
   a. The response must address the issues and the relief requested, and should notify the employee of his/her procedural options.

8. Within ten (10) calendar days of receiving the third step response, the employee must:
   a. Indicate on the grievance form his/her intention to continue to the fourth step resolution and submit the form to the fourth step respondent or;
   b. Indicate on the grievance form his/her intention to conclude the grievance and submit the form to the Human Resources Department.

E. Step 4 – County Administrator Hearing
1. An employee shall submit the written grievance to the County Administrator, or designee.

2. The County Administrator or his designee must:
   a. Accept the grievance
   b. Enter the date of receipt on the form
   c. Notify the Human Resources Department that the grievance has advanced.

3. Within ten (10) calendar days of the fourth-step respondent’s receipt of the
Culpeper County, Virginia

grievance, a meeting shall be held.

4. The persons who may be present at this meeting include:
   a. Employee and an individual selected by the employee
   b. The County Administrator or his designee;
   c. Department Head;
   d. Human Resources representative
   e. If the grievant is represented by legal counsel, the organization also has
      the option of being represented by counsel.

5. The County Administrator or designee is charged with presiding over the
   meeting and must do so in an even-handed manner. For example, while the
   County Administrator or designee could limit the introduction of repetitive
   information, he/she should not prohibit an employee from disclosing relevant
   information not previously provided.

6. The employee and Department Head are encouraged to present information
   relevant to the grievance and may question one another regarding disputed
   facts and issues at the meeting.

7. The employee and the Department Head may call relevant witnesses, but the
   witnesses shall only be present at the meeting while he/she is providing
   information.

8. The Human Resources Director is responsible for recording the meeting and
   maintaining the record in his/her possession for a period of twelve (12) months.
   Both parties may request and receive a copy of the record; a reasonable fee
   may be charged.

9. Within ten (10) calendar days of receiving the grievance, the County
   Administrator, or designee must provide written response on the grievance
   form.
   a. The response must address the issues and the relief requested, and
      should notify the employee of his/her procedural options.

10. Within ten (10) calendar days of receiving the fourth step response, the
    employee must:
    a. Request on the grievance form that his/her grievance continue to the fifth
       step resolution and submit the form to the County Administrator, or
       designee or;
    b. Indicate on the grievance form his/her intention to conclude the grievance
       and submit the form to the Human Resources Department.

F. Step 5 – Panel Hearing or Hearing Officer
1. The final step in the grievance procedure may be a hearing before an impartial
   three-member panel or a hearing officer at the election of the County
2. Within seven (7) calendar days of receipt of request for the grievance to proceed to step 5, the County Administrator, or designee shall notify the employee if the grievance shall be heard by a panel or a hearing officer.

F1. Hearing Officer
1. If the County Administrator elects for the grievance to be heard by a hearing officer, he/she may request that the hearing officer be appointed by:
   a. The Virginia Department of Employment Dispute Resolution, or;
   b. The Executive Secretary of the Supreme Court of Virginia.
   1. The officer shall be chosen by from a list maintained by the Executive Secretary and from the appropriate geographical region on a rotating basis.

2. Within seven (7) calendar days of designating a hearing officer for Step 5 of the grievance, the County Administrator or designee shall request that the hearing officer be appointed by the elected agency.
   a. The County Attorney shall notify the employee that the request has been made.

3. All parties shall be notified when the hearing officer has been selected by the elected agency.

F2. Panel Hearing
1. The County Administrator or designee shall appoint a panel member within seven (7) calendar days after deciding that a panel will hear the grievance.

2. Within seven (7) calendar days following the County’s Administrator’s appointment to the panel, the employee shall appoint a panel member.

3. The third member of the panel shall be selected by the first two panel members. They shall accomplish this selection within twenty (20) calendar days following the employee’s appointment to the panel.
   a. In the event that an agreement cannot be reached as to a final panel member, the Chief Judge of the Culpeper County Circuit Court or his/her Designee, shall select the third member.
   b. In all cases, the third panel member shall be chairperson of the panel.

4. The following persons may not serve on the Panel:
   a. Persons involved in an earlier step of the particular grievance or with the complaint or dispute that gave rise to the grievance;
   b. Supervisors who are in a direct line of supervision of the grievant;
   c. Persons residing in the same household as the grievant and the following relatives of a participant in the grievance process:
      1. Spouse
2. Parent
3. Child
4. Descendants of child
5. Sibling
6. Niece
7. Nephew
8. First cousin.

d. An attorney having direct involvement with the subject matter of the grievance nor a partner, associate, employee, or co-employee of the attorney.

**F3. Guidelines**

1. The Panel Chairman or Hearing Officer shall promptly set the date, time and location for the grievance and shall notify the parties.

2. The Human Resources Director shall provide the panel or hearing officer with copies of the grievance record prior to the hearing and shall provide the employee with a list of the documents furnished to the panel.

3. At least ten (10) calendar days prior to the scheduled hearing, the County and employee shall be allowed to and copies of all relevant documents, files, exhibits, and list of witnesses that will be used by either party at the panel hearing.
   a. Witness lists shall include name, address, telephone number of each witness and a brief statement of the substance of the expected testimony;
   b. All parties shall be present when evidence is presented unless otherwise agreed upon in writing.
   c. The panel or hearing officer has the authority to determine the admissibility of evidence without regard to burden of proof.
   d. The panel or hearing officer has the authority to determine the order in which the evidence will be presented as long as all parties are afforded the opportunity to present their evidence.

4. Relevant documents, files, exhibits and witnesses shall not be presented as evidence or permitted to testify at the hearing if the documents are requested, but not provided to the opposing party within ten (10) calendar days prior to the scheduled hearing, absent showing good cause.

5. The panel or hearing officer has the authority to limit attendance at the hearing to persons having a direct interest in the case, and shall conduct the hearing in private if it is requested by either party.

6. The employee shall present his/her case first; and the County shall present its case second.

7. Both the employee and the County may be represented by legal counsel or
other representative at the hearing.

8. Both parties may call upon appropriate witnesses; examine, cross examine, question and present evidence on behalf of the grievant or County before the panel without being in violation of the provisions of the Virginia Code, as amended, Section 54.1-3904.
   a. Witnesses shall only be present at the meeting while he/she is providing information.

9. The decision of the panel or hearing officer should be rendered as soon as possible, but in any case, not later than seven (7) calendar days following the conclusion of the hearing.

10. The majority decision of the panel or the decision of the hearing officer, acting within the scope of its authority, shall be final, subject to exiting policies and procedures.

11. The panel or hearing officer shall not have the authority to do any of the following:
   a. Formulate policies and procedures;
   b. Alter existing policies and procedures;
   c. Circumscribe or modify the rights of the County as outlined in this procedure;
   d. Exonerate an employee from all discipline when the guilt of the employee is admitted or beyond question in the view of the panel or hearing officer;
   e. Grant relief greater than which the grievant has requested in the appropriate form.

12. The question of whether the relief granted by the panel or hearing officer is consistent with written policy shall be determined by the County Administrator or designee unless he/she has direct personal involvement with the event(s) that gave rise to the grievance.
   a. In this case the decision shall be made by the Commonwealth’s Attorney of Culpeper County.

13. Either party may petition the Circuit Court of Culpeper County for an order requiring implementation of the panel or hearing officer’s decision.

G. Expenses/Miscellaneous
   1. The grievant shall bear all cost involved in employing representation or in preparing and/or presenting his/her case.

   2. No person shall receive any compensation, whether monetary or otherwise, for his/her time serving as a member of the grievance panel.

   3. The County shall bear all costs if it selects a hearing officer at step 5 of the
grievance proceedings.

4. Whenever possible, grievances will be handled during the regularly scheduled workdays of the parties involved.

5. The grievant or witness(es) that are employees of the County shall not receive pay for time worked for participating in any step of the grievance process unless the grievance occurs during the individuals regular scheduled workday.

H. Relief
1. The employee shall not be entitled to recover more than that which he/she has requested and in any event no more than that which he/she has lost.

2. The relief shall be directly related to the employee, and the issue surrounding the grievance.

3. The employee shall forfeit any partial relief that may be obtained at one level of the grievance process if he/she decides to appeal the grievance to the next higher level.

4. Examples of relief which may be available include:
   a. Reinstatement to the employees former position or, if occupied, to an objectively similar position;
   b. An award of full, partial or no back pay;
   c. The restoration of full benefits and seniority;
   d. An order that the agency comply with applicable law and policy;

5. Example of relief that are not available include:
   a. Damages;
   b. Hiring, promotion, transfer, assignment, or retention of any employee;
   c. Establishing or revising compensation, classification or benefits;
   d. Establishing or revising policies, procedures, rules or regulation;
   e. Taking adverse action against an employee;
   f. Directing methods, means or personnel by which work activities are to be carried out, or;
   g. Any other relief that is inconsistent with the grievance status or procedure.

6. Back pay shall be computed on the basis of the employee’s regularly scheduled hours of work and shall not be entitled to any overtime that the employee might have earned.

I. Compliance
1. 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, 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 (5) workdays of receipt of written notification by the other party of the compliance violation.

a. Such written notification by the grievant shall be made to the County Administrator, or designee.

2. The County Administrator, or his designee, at his option, may require a clear written explanation of the basis for just cause extensions or exceptions, and shall determine compliance issues. Compliance determinations made by the County Administrator shall be subject to judicial review by filing petition with the Culpeper County Circuit Court within 30 days of the compliance determination.

All forms that shall be used by staff related to and carrying out the Grievance Process and Procedures are found in the Appendix at Forms CC 09 through 16.
Personnel Management Plan
Culpeper County, Virginia
Section XI, Personnel Records

I. Purpose
It is the policy of the County of Culpeper to maintain personnel records for applicants, employees, and former employees in order to document employment-related decisions, evaluate and assess policies, and comply with governmental record keeping and reporting requirements.

The County strives to balance its need to obtain, use, and retain employment information with each individual’s right to privacy.

Nothing contained herein shall be considered a contract between Culpeper County and any of its employees for any specific or general period of time.

II. Scope
This policy applies to all County employees.

III. Procedures
A. Storage
1. Personnel files for each employee are maintained in the Human Resources (HR) Department, and contain documents that have been used to determine employment, promotion, compensation, transfer, disciplinary action, or termination.

2. The Human Resources Department is responsible for the maintenance of all personnel files for employees that are governed by the Board of Supervisors.

3. Personnel files shall not be removed from the HR Department. Only HR personnel shall have general and continual access to employee personnel files.

B. Collection of Information
1. Employees are responsible for notifying the Human Resources Department of any changes that may affect the accuracy of personnel records. This includes but is not limited to:
   a. Name,
   b. Contact information, and
   c. Beneficiary designations.

2. Department Heads or designee are responsible for notifying the Human Resources Department of any changes that may (1) affect the status of an employee or (2) the accuracy of the personnel records. This includes but is not limited to:
   a. New hire paperwork,
   b. Salary changes,
   c. Performance evaluations, and
   d. Departure forms.
C. **Access**
   1. Department Heads may have access to an employee’s personnel file that is located within their department. Requests to review an employee’s personnel file that is not located within their department must be approved by the Human Resources Director.

   2. Employees may inspect their own personnel files consistent with the Virginia Freedom of Information Act and as may otherwise be mandated under state and federal law.
      a. A request may be verbal or written;
      b. All inspections shall be conducted in the presence of a human resources staff member;
      c. Records deemed to contain sensitive or confidential information may be excluded from the inspection consistent with the Virginia Freedom of Information Act;
      d. An employee may copy, but not remove, documents consistent with the Virginia Freedom of Information Act.

D. **Medical Information**
   1. The County shall use its best efforts to maintain confidentiality of the diagnosis and medical records of employees, unless otherwise required by law.

   2. All medical records shall be kept in a separate file and the information contained therein shall only be released consistent with state and federal law.

E. **Incomplete, Inaccurate or Irrelevant Information.**
   1. Employees who feel that any file material is incomplete, inaccurate, or irrelevant may submit a written request to the Human Resources Director that the file be revised accordingly.

   2. If such a request is not granted, the employee may place a written statement of disagreement in the file and pursue the matter further using the County’s grievance procedure outlined in Section X of the Personnel Management Plan and/or other applicable law.

F. **Requests for Personnel Information by Outside Sources.**
   1. All requests made by outside sources for information pertaining to applicants, and current and previous employees shall be forwarded and answered by the Human Resources Department.
      a. The County of Culpeper shall release information pertaining to only dates of service, position held, and final or current salary for persons who are currently or no longer employed with the County.

      b. Additional information may be released as authorized, which release is encouraged to be memorialized in writing, by the current or former
employee, or otherwise required by law.
Personnel Management Plan
Culpeper County, Virginia
SECTION XII: LEAVE

I. Purpose
It is the County’s objective to establish uniform policies by which employees are permitted to take time off from work.

Nothing contained herein shall be considered a contract between Culpeper County and any of its employees for any specific or general period of time.

II. Scope
This policy applies to all County employees.

III. Procedures
A. Approval of Leave
1. Employees should request leave no later than two (2) days before the commencement of leave using a leave request form, whether time off is with or without pay, and should receive the Department Head’s or designee’s approval before taking leave.

2. As long as an agency’s operations are not seriously adversely affected, a Department Head or designee should attempt to approve an employee’s request for leave. If the time requested conflicts with the department’s operations, the Department Head has the discretion to approve the employee’s request for an alternate date/time.

3. If an employee could not have anticipated the need for leave, he must notify his Department Head or designee and request approval for the leave within one workday, or as soon as possible in emergency or special circumstances. Notification must be made as soon as the need for leave is apparent.

4. A Department Head or designee may require written documentation for leave in excess of three (3) days, whether time off is consecutive or intermittent, if the leave is related to the same illness.

5. Any absence in excess of three (3) days without proper notification to the pertinent Department head shall be deemed a resignation to the County without notice, barring exceptional circumstance.

6. An employee who is absent from duty without approval of his/her Department Head or designee shall receive no pay for the duration of the absence and shall be subject to disciplinary action as described in the Standards of Conduct section. It is recognized that there may be extenuating circumstances for unauthorized absence and due consideration shall be given to each case.

B. Annual Leave
1. Full time regular employees will accrue leave in accordance with the following
schedule:

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Hours eligible to cash out</th>
</tr>
</thead>
<tbody>
<tr>
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<td>0</td>
</tr>
<tr>
<td>5 - &lt; 10</td>
<td>40</td>
</tr>
<tr>
<td>10 - &lt; 15</td>
<td>80</td>
</tr>
<tr>
<td>15 - &lt; 20</td>
<td>120</td>
</tr>
<tr>
<td>20 - &lt; 25</td>
<td>160</td>
</tr>
</tbody>
</table>

*Leave accrual may differ from the schedule above for employees of governmental offices and agencies that are not subject to the PMP. As the County acts as the fiscal agent for certain legally separate and distinct government offices and agencies that are not subject to the PMP, their accrual tables are included herein the Appendix at Form CC 26 merely as a courtesy.*

2. Employees must be on a paid status for at least half of the month to accrue leave for that month; employees who are on a paid status for less than half of the month do not accrue leave in that month.

3. Employees are eligible to accrue up to 720 hours of annual leave. Once the 720 hours figure is reached, annual leave will no longer accumulate, but, will be lost, until sufficient leave is taken to bring the employees accumulated balance below the maximum allowable amount.

C. Cashing out Accrued Leave
1. All regular full time employees may request to cash out a portion of their accrued leave each year.

2. Each employee must have a minimum of 400 hours accrued in his/her leave bank at the time of request, and at the time of payout in order to cash out leave.

a. As to the other separate and distinct offices and agencies which have a different leave accrual maximum than the County’s plan must have at least a balance of 56% of their accrued leave maximum in order to request cash out of leave.

b. Sick time is not eligible to be cashed out.

3. The amount of leave eligible to be cashed out depends upon years of service at the time of the request, and is as follows:
4. Such requests must be submitted to the Department Head or designee between November 1st - November 30th of each year. Any requests submitted after November 30th will not be considered.

5. An employee will receive payment in July of each year, and leave will be cashed out at the employee's hourly rate as of July 1st of each year.

6. All funding for the cash out program will be included in the department budget requests for the upcoming fiscal year, and are subject to approval by the Board of Supervisors during the budget process.

7. An employee may request to have money deposited into a 457 account, into a health savings account, or used to buyback VRS service.

8. Other cash out requests may be considered during the year if an unforeseen emergency occurs, such as potential foreclosing of house, etc. Such requests must be submitted in writing to the Human Resources Department and must be approved by the County Administrator.

D. Bereavement Leave.
1. Bereavement leave is defined as an approved employee absence during regularly scheduled work hours due to the death of a member of the employee’s immediate family. For the purposes of bereavement leave, an employee’s immediate family shall be defined as the employee’s:

   spouse; children, including step-children and foster children; parents, including step-parents; parents-in-law; grandparents; grandparents-in-law; sons-in-law; daughters-in-law; grandchildren; brothers, including step-brothers; brothers-in-law; sisters, including step-sisters; sisters-in-law; any relative, either by blood or marriage, living in the employee’s household.

2. For any one incident, bereavement leave shall be limited to three (3) consecutive days for any regular full time employee and shall be taken within a reasonable time frame after the death of the immediate family member.

E. Civil Leave (Jury Duty)
1. A regular full time employee shall be given time off without charge to other leave or decrease of pay when performing jury duty, limited in part by the jury service fees paid through the County or otherwise received by the employee from the court; when subpoenaed as a witness on County business, or in a proceeding in which the employee is not a party. The period of such leave shall be only as necessary for the
performance of the activity, plus the necessary travel time.

F. Compensatory (Comp) Leave
1. The County desires that each employee request to use accrued comp time within a reasonable time. The County defines a reasonable time to be not more than 60 days from the date the compensatory time is earned.

2. Any request by an employee within a reasonable time to use compensatory leave, shall be granted by the appropriate supervisor unless, leave would unduly disrupt the operations of the department.

3. Should an employee accrue, but not request compensatory leave under these circumstances, the appropriate supervisor, in their sole discretion, may require the employee to take compensatory leave. Since compensatory time is accrued at one and one-half the regular rate of pay, compensatory leave that remains on the books for 60 days may be paid out at the regular rate of pay.

4. Compensatory time shall be exhausted before annual leave is utilized.

5. No County employee, including County E911 and County emergency response personnel shall be permitted to accrue more than 240 compensatory hours, except those described below in para. 6. Since compensatory time is accrued at one and one-half the regular rate of pay, compensatory leave accrued in excess of 240 hours shall be paid out to the employee at their regular rate of pay.

6. While the employees of the Sheriff are not subject to the PMP and his Office is a separate and distinct legal entity from the County, in prudence, it is recited here, as a matter for budget accountability, that those who are engaged in public safety/law enforcement activities under his/her auspices shall not accrue more than 480 compensatory hours. Since compensatory time is accrued at one and one-half the regular rate of pay, compensatory leave accrued in excess of 480 hours shall be paid out to the employee at their regular rate of pay.

G. Family Medical Leave (FMLA)
1. FMLA requires covered employers to provide several weeks of job-protected leave consistent with the below to eligible employees for:

a. Birth & care of a newborn (12 weeks per calendar year)
b. Placement of a child for adoption or foster care (12 weeks per calendar year)
c. Care for a family member with a serious health condition (12 weeks per calendar year)
d. Employee’s own serious health condition (12 weeks per calendar year)
e. Qualifying exigency because of active duty (12 weeks per calendar year)
f. Care for an injured and/or ill covered service member (26 weeks per calendar year)
2. A serious health condition is defined as an illness, injury, impairment, or physical or mental condition that involves one of the following:

   a. Inpatient care  
   b. A period of incapacity lasting more than three (3) full consecutive calendar days  
   c. Pregnancy or prenatal care  
   d. Chronic condition requiring multiple or continuing treatment  
   e. Permanent/long term conditions requiring medical supervision  
   f. Any period of absence to receive multiple treatments.

3. Employees are eligible for FMLA if they have been employed with the County for at least one year, and worked 1,250 hours in the previous 12 months.

4. Requests for FMLA must be submitted thirty (30) calendar days in advance when the necessity for leave is foreseeable. To the greatest extent possible, if the necessity for leave is unforeseeable, an employee must request FMLA as soon as practicable. Foreseeable leave should be scheduled so as to minimize disruption to the department’s operations.

5. The employee shall be required to provide medical certification from a health care provider in connection with a request for medical leave. Additionally, an employee may be required to provide medical updates from the health care provider during period(s) of incapacity.

6. FMLA may be taken on an intermittent or reduced schedule basis, if certified as necessary by the health care provider, and scheduled, if possible, to minimize disruption to the department’s operations. All leave designated as FMLA by the employee or employer shall be counted toward the twelve (12) weeks of job protected leave.

7. An employee may elect during protected leave to use accrued leave so as to be paid during protected leave. The employee may take protected leave without pay. It is the responsibility of the Department Head or designee to track FMLA usage.

8. For the duration of FMLA, the County will maintain the employee’s coverage under the group health insurance, and employee is responsible for paying the employee’s portion of the health insurance premium.

9. An employee may be required by the Department head or designee to submit a doctor's note to be able to return to work, and failure to submit a doctor’s note in a timely manner may delay reinstatement.

10. No employee shall be prevented from returning to work prior to the expiration of the twelve (12) week period. Requests for leave beyond the twelve weeks are subject to regular leave policies with approval determined by the Department head.
or designee.

The Human Resources Department should be contacted by the Department Head or employee in the event that FMLA is needed in order to confer with the employee on his/her ability to continue working and ability to return to work.

H. Long Term Disability (LTD)

Please see the appropriate Summary Plan Description that applies in the individual case. Please contact the Human Resources Department for more detailed information.

I. Military Training Leave

1. A regular full time employee who is a member of a reserve force of the United States or the Commonwealth of Virginia and who is ordered by the appropriate authorities to attend a training program or who is called to emergency duty shall be granted a leave of absence without charge to his/her personal leave account. Such leave is not to exceed 15 consecutive calendar days within a calendar year for training and five working days for emergency duty.

2. If the employee’s military pay is less than what would have been received by the County the difference shall be paid by the County. If the military pay is greater than the County pay, the County will provide no payment during the period of Military Training leave.

3. An employee who voluntarily or involuntarily leaves employment to undertake military service or certain types of service in the National Disaster Medical System may be re-employed and have health insurance protection in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Please see USERRA for more information.

I. On the job injury

1. In accordance with Section 65.2-509 of the Virginia Workers’ Compensation Act, generally, no compensation shall be allowed for the first seven (7) calendar days (including Saturday, Sunday, holidays and does not need to be consecutive) of incapacity resulting from a job related injury or illness.

2. During this seven (7) day period, the employee may use accrued annual, sick, or compensatory leave. If the employee has no leave balance, the employee will be placed in a leave without pay status for the seven (7) day period.

3. If the incapacity extends beyond the initial seven (7) day period, Workers’ Compensation benefits (compensation) shall commence with the eighth (8th) day of disability. If such incapacity continues for a period of more than twenty-one (21) calendar days, not including the day of injury, compensation shall be allowed from
the first day of such incapacity.

4. Workers’ Compensation benefits are provided at the rate of sixty-six and two-thirds (66-2/3) of the average weekly, pre-tax wage of the employee, subject to weekly maximums as approved by the Virginia Workers’ Compensation Commission. This amount is not subject to payroll taxes.

Employees may supplement the workers’ compensation benefit by thirty-three and one-third (33-1/3) using accrued annual, sick or compensatory leave. This supplement will continue until the injured employee’s accrued annual, sick or compensatory leave is depleted.

J. Short Term Disability (STD)
1. The County participates in a group short term disability program afforded all employees, in the event of a disability resulting from a physical disease, injury, pregnancy, or mental disorder.

2. Provides basic income protection while disabled for a finite and limited time period as outlined in the policy. A waiting period may be required under the plan before STD benefits become payable, and may differ by plan employee.

Please contact the Human Resources Department for more detailed information.

K. Leave Donations
1. An employee may be permitted to donate existing accrued leave to another employee, as specifically identified by the employee.
2. These requests will be evaluated on a case-by-case basis.
3. It shall be a discretionary decision of the County Administrator and/or his designee after consultation with the pertinent Department Head(s) taking into consideration the best interest and the legitimate business interest of the County.
4. In the event a donation of leave is authorized, the County Administrator and/or his designee may limit the amount of hours permitted to be donated in light of the best interest and the legitimate business interest of the County.
Personnel Management Plan
Culpeper County, Virginia
SECTION XIII: TRAVEL REIMBURSEMENT

1.1 Policy Statement

The County recognizes that there will be occasions when employees will have to travel on County business, and does not wish to have these trips be a financial burden to employees. Culpeper County (County) will reimburse individuals traveling on official County business for reasonable and necessary expenses incurred according to the provisions articulated herein.

Travel expense records and information are open to the public and must be able to sustain the test of public review. It is the policy of the County to limit travel costs to only those expenses that are necessary for providing essential services to the County’s citizens. Further, travelers and travel planners must seek ways to reduce the cost of travel.

Persons traveling on official County business will exercise care in incurring expenses to minimize the cost to the County. Excess costs resulting from circuitous routes, delays, or luxury accommodations or services unnecessary or unjustified in the performance of official business will not be reimbursed. Department Heads are responsible for being mindful that preference shall be given to choosing local sites and sites within the Commonwealth in carrying out County business, including training courses.

1.2 Applicability

This policy shall apply to all County employees.

1.3 Purpose

It is the intent of this Policy and its procedures to provide fair, reasonable and systematic means to properly administer, document and reimburse County travel costs, consistent with state and federal law.

1.4 Authority

Authority for this Policy is established by the BOS. Delegation of authority to implement all provisions of this Policy and authorize exceptions, unless otherwise delegated within this Policy, is provided to the County Administrator. Administration of the Policy is managed by the Finance Director, and the employees of the Finance Department.

1.5 Responsibility

Departments Heads must communicate County travel policies, regulations and procedures to all employees in their charge who travel on County business. Department Heads are responsible for ensuring that all employee travel expenses are reasonable and conform to the County’s Travel Policy. This authority may be delegated, at a minimum, to direct supervisors or managers with appropriate knowledge of the traveling employee’s job responsibilities to adequately review and determine the necessity and reasonableness of travel related costs.

The Finance Department is responsible for the administration of this Policy, review of all payment requests for compliance, issuance of accurate and timely payments, and maintenance of all applicable records in keeping with the Commonwealth’s record.
retention regulations as issued by the Library of Virginia with the assistant of the County Records Management Division of IT.

*Travelers* are the employees responsible for the legitimacy and supporting documentation of reimbursable expenses. The County relies on the honesty and integrity of those traveling to prevent excessive expenditures and reimbursements. Any falsification of expenditures constitutes fraud. Possible penalties include, but are not limited to, termination of employment and/or criminal prosecution.

### 1.6 Definitions

**Base Point** – The primary place, office, or building where the traveler performs his/her duties on a routine basis. Multiple base points are not allowed.

**Commuting Mileage** – Round-trip mileage traveled routinely by the employee between his residence and base point.

**Continental United States (CONUS)** – The 48 contiguous States and the District of Columbia.

**Department** – Any department of the County of Culpeper operating from County funds.

**Department Head** – The highest ranking individual within a department as defined in this Policy.

**Furnished Meal** – A meal provided to an employee either directly from the County or as a result of the County paying a registration fee or other cost which allows the employee to attend a conference or other event. If the County has already paid for a meal, including any complimentary or continental breakfasts, the employee must deduct the allocated amount when filing their travel claim.

**International Travel** – All travel to areas outside of the 48 contiguous State and the District of Columbia.

**Official Station** – The area within a 50-mile radius of an employee’s designated base point.

**Official Travel** – Travel under an official travel authorization from an employee’s official station or other authorized point of departure to an employee’s authorization travel destination.

**Per Diem Allowance** – The per diem allowance (also referred to as subsistence allowance) is a daily payment instead of reimbursement for actual expenses for lodging, meals, and related incidental expenses. The per diem allowance is separate from transportation expenses and other miscellaneous expenses. Lodging taxes in the United States are excluded from the per diem allowance and are reimbursed as a miscellaneous expense. In foreign locations, lodging taxes are part of the per diem allowance. The per diem allowance covers the following:

a) **Lodging** – Includes expenses, except lodging taxes in the United States, for overnight sleeping facilities, telephone access fee, and other service charges when not included in the room rate (i.e. fans, extra bedding, etc.) unless otherwise deemed unallowable per Policy (i.e. recreational or entertainment expenses like in-room movies).
b) **Meals** – Expenses for breakfast, lunch, dinner and related tips and taxes (specifically excluded are alcoholic beverage and entertainment expenses, and any expenses incurred for other persons).

c) **Incidentals** – Fees and tips given to porters, baggage carriers, and hotel staff.

**Special Needs** – Physical characteristics of a traveler not necessarily defined under disability. Such characteristics could include, but are not limited to, special dietary restrictions, weight and height of the traveler.

**Subsistence Expenses** – Expenses such as lodging, meals, and incidentals. See per diem definition for greater detail of each type.

**Travel Authorization** – Written permission to travel on official business. Travel must be properly budgeted and funds available before travel may begin.

**Travel Claim** – Original authorized documentation for requesting reimbursement of expenses incurred by an individual while traveling on official County business.

**Travel Status** – Time employee is actively on travel away from official station.

1.7 **Allowable Travel Expenses**

All approved, reimbursable expenses must be turned into the Finance Department within 30 days of the occurrence. It is the employee’s responsibility to report travel expenses in a responsible and ethical manner, and in accordance with the regulations set forth in the Policy.

**A. Department Travel Cards Departmental:** Travel cards may be issued to employees who travel on official County business.

   (1) Any employee issued such a card should use the card to pay for all expenses related to official business travel, including lodging and subsistence, except where the card is not accepted.

   (2) In the event that the departmental travel card is not accepted, an employee may request that the County be billed directly, if appropriate, or may pay for expenses.

   (3) All travel expenses, whether paid with departmental travel card or by employee, must be submitted to the Finance Department using the appropriate form.

   (4) Receipts must be attached to the form, and are required for justification of expenses for which receipts are customarily provided.

   (5) An employee may be liable for all expenses for which receipts cannot be produced, or for expenses which are deemed as uncommon, unnecessary or unreasonable.

**B. Lodging**

Lodging may be reimbursed when an individual is traveling overnight on official business outside his/her official station. Employees may be reimbursed for overnight hotel accommodations, including applicable tax, when traveling at least fifty (50) miles from Culpeper County. Overnight stays generally will not be approved for meetings occurring in Charlottesville, or Fredericksburg, absent rare and limited exception.

Lodging expense reimbursement varies with the travel destination, but all expenditures must be necessary and reasonable to accomplish the County’s business. It is the
Department Head’s discretion as to what constitutes a legitimate need for overnight lodging.

(1) Accommodations

a. Accommodations will be arranged on a single occupancy basis only.

b. If there is more than one County employee traveling to the same site/event, a room may be shared upon the agreement of the employees. When sharing, the traveler’s reimbursement is limited to one-half of the double occupancy rate.

c. Travelers are expected to arrange accommodations at (or closest to) the site of business, unless a more cost effective option is available with limited exception and one for which a sound business purpose exists.

d. Employees will communicate travel plan changes to the hotel as soon as possible when a confirmed reservation is being held.

(2) Reimbursable Amount

a. Reimbursable amounts for lodging, supported by original, itemized hotel bills obtained at time of checkout, shall be no greater than the room charge and applicable taxes for a single room per employee traveling. The total lodging cost, excluding taxes, may not exceed the Federal Government’s (GSA) prescribed per diem rate that may be found at http://www.gsa.gov/perdiem.

b. Whenever possible, every effort should be made to secure a government or corporate rate. The maximum nightly reimbursable amount will be based in accordance with the Internal Revenue Service (IRS) publication 1542. Any overnight hotel accommodations above the allowable amount shall be the responsibility of the employee.

c. The Director of Finance has the discretion to authorize payment above the maximum reimbursable amount as designated in the IRS Publication 1542 based upon the activity and its location. Prior approval must be obtained in order for additional payment to be granted.

d. Any unnecessary additional expenses associated with the room (i.e. room service, movies) are not reimbursable. Any unusual charges must be fully documented.

(3) Lodging Exceptions: Department Heads are responsible for ensuring that travelers understand their responsibilities for making good faith efforts to secure lodging within policy guidelines before requesting exceptions. For justifiable situations (i.e. additional travel costs between the conference hotel and a less expensive non-conference hotel) the Department Head may authorize in advance for lodging up to 150% of the GSA per diem rate. The traveler must notate on the travel claim form why the exception is justified. Any exceptions above the 150% allowance must be approved by the County Administrator in advance of travel. No exception will be granted above 300%.

C. Meals and Incidental Travel Expenses (M&IE)

Generally, meals and certain incidental travel expenses are reimbursable on a per diem basis.
basis. The per diem is provided in lieu of a detailed submission of expenses (receipts). Incidents include fees and tips given to porters, baggage carriers, and hotel staff, consistent with state and federal law and regulatory limitations.

(1) **Applicability:** Employees are eligible for a per diem allowance when:
   a. The employee performs official travel away from their official station;
   b. Per diem expenses are incurred while performing official travel; and
   c. The employee is in a travel status for more than 12 hours.

(2) **Per diem rates:** M&IE rates are updated annually and may be found at http://www.gsa.gov/perdiem and must correspond to the location of the meal or overnight lodging as applicable. Direct billing of meal expenses incurred, including charging meals to hotel rooms, is not permitted. Travelers are limited to the prescribed rates, no exceptions will be authorized.

(3) **Gratuity:** Maximum meal gratuity should be no more than fifteen (15%) percent and shall be included as part of the meal and incidental allowance.

(4) **Reductions:** When meals are provided at no cost in conjunction with travel, the applicable M&IE per diem reimbursement shall be reduced by the amount shown for the applicable meal(s) as illustrated below.

Non-reimbursable provided meals are defined as:
   a. Any meal included in a registration or conference fee ultimately paid by the County.
   b. Any other meal furnished at no cost to the employee while in travel status (i.e. vendor, friends or family).
   c. A continental breakfast or reception that is offered as part of the travel event and the food/timing is sufficient to serve as a meal.
   d. Individuals with special dietary needs may be exempted from meal reductions.

D. **Mileage**
   1. Employees may be reimbursed for mileage when using their own vehicle for official County business when traveling from Culpeper County. Mileage will be reimbursed consistent with the IRS regulations, and is subject to approval by the Finance Department. When appropriate, please note that the reimbursement equation takes into consideration the travel distance from home or work, whichever is less, to and from the travel destination.
   2. The mileage rate shall be determined by the Finance Department consistent with the IRS regulations. Any expenses incurred above the allowable charge, or for uncommon, unnecessary, or unreasonable mileage shall be the responsibility of the employee.

E. **Transportation**
   1. It is expected that the most direct, practical, and economical mode and route of travel is arranged and used.
   2. Transportation is paid only if it is reasonable and necessary to accomplish the County’s business.
   3. As a guideline, for those employees traveling greater than 500 miles round-trip, additional documentation is required to illustrate the rationale for the manner of travel.
transportation being used (e.g., why was personal vehicle chosen versus other methods of transportation which may be more cost efficient). If the employee chooses to drive his or her personal vehicle to an out of state conference when common carrier is more expeditious, he or she will be reimbursed for the lesser of the round-trip ticket or the mileage. Any costs related to the extra traveling time will be at the expense of the employee.

(4) Airline travel. Employees may be reimbursed for coach fare when airline travel is necessary for official County business. All efforts shall be made to secure the most reasonable, economical option available for air travel.

(5) Spouse/Dependent Travel. In the event that spouses or dependents accompany employees on official County business, all expenses incurred that are related to the accompaniment (meals, incidentals, airline travel) shall be the responsibility of the employee.

(6) Itemized receipts are required.

F. Miscellaneous Expenses

Lodging taxes/surcharges, tolls, and parking fees are not covered under per diem and are an allowable reimbursable expense. Receipts are required.

1.8 Travel Planning and Approval

All travel must be approved in advance by the appropriate Department Head. Department Heads and employees are encouraged to contact the Finance Office when preparing arrangements with unusual travel conditions.

1.9 International Travel

All international travel must be approved in advance by the County Administrator. The request for approval must be accompanied by a detailed account of expected expenditures and an assessment of the adequacy of funding available and the benefits to the County of such travel.

1.10 Emergency Travel

Classified as travel that results from an employee becoming incapacitated by illness or injury (not from misconduct), or death or serious illness of a member of the employee’s family, or a catastrophic occurrence or impending disaster that affects the employee’s home.

Emergency travel costs should be communicated in advance to the Department Head when feasible. All emergency costs must be approved by the County Administrator or the Department Head prior to reimbursement. No delegation of authority is allowed.

1.11 Grant or Other Sponsored Funds Exception

All travel reimbursements for meals, lodging, airfare, etc. funded solely from sponsored funds are governed by the terms and conditions of the individual grant or contract. If the grant or contract is silent the County’s travel policy shall apply. Employees or their supervisors are encouraged to contact the sponsored program manager or the Finance Department’s Grant Manager prior to travel using sponsored funds. “Grant (or
Sponsored) Program” must be clearly stated on the travel claim form.

1.12 Non-reimbursable Expenses

The following items, though not all-inclusive, are not reimbursable under this Policy:

- Non-business related expenses including phone calls
- Alcoholic beverages
- Spouse or family member’s travel costs
- Lost/stolen cash or personal property
- Personal items and services, e.g. toiletries, luggage, clothes, etc.
- Laundry, cleaning or pressing costs
- Traffic citations, parking tickets and other fines
- Locksmith charges on either fleet, rental or personal vehicle
- Excess cost of circuitous or side trips for personal reasons.
- Repairs, towing service, etc. for personal vehicles
- Meals included in the cost of airfare, registration fees, lodging, etc.
- Movies in hotel/motel room
- Personal entertainment
- Charges for late checkout or non-cancelled guaranteed reservations (unless justified)
- Flight or rental vehicle insurance (exceptions for international travel apply)
- Airline, car, hotel, corporate card club membership dues
- Childcare or costs for pet care while on travel
- Costs in excess of allowable per diem rates unless a cited exception is allowed.

Please see the Appendix for the Travel Reimbursement Form at Form CC 18.
Personnel Management Plan
Culpeper County, Virginia
SECTION XIV: WORKERS’ COMPENSATION

I. PURPOSE
It is the objective of the Board of Supervisors that all County employees receive benefits provided by the Virginia Workers’ Compensation Act upon suffering a compensable work-related injury or illness (occupational disease).

Nothing contained herein shall be considered a contract between Culpeper County and any of its employees for any specific or general period of time.

II. SCOPE
This policy applies to County all employees.

III. DEFINITIONS
A. Injury - An injury is defined as an injury by accident arising out of and in the course of employment.

B. Occupational Disease - An occupational disease is defined as a disease arising out of and in the course of employment, but, unless otherwise provided by the Virginia Workers’ Compensation Act, not an ordinary disease of life to which the general public is exposed outside of employment.

C. Workers’ Compensation - Workers’ Compensation is defined as a type of leave from employment which results from an employee’s incapacity to work, and which has been determined to have resulted from an injury or occupational disease such that the employee is entitled to benefits required by the Virginia Workers’ Compensation Act.

IV. PROCEDURES
A. Responsibilities

1. Employees - Employee responsibilities are as follows:
   a. Report any job related injury or illness to the supervisor immediately and complete the required forms.
   b. If medical treatment is needed, select a physician from the County approved list of designated physicians. In the event of an emergency requiring immediate medical treatment employees should obtain treatment at the nearest medical facility.
   c. Notify the physician selected that all reports and bills are to be sent to the attention of the County’s worker’s compensation insurance carrier.
   d. Cooperate with the insurance carrier’s claims representative during the investigation of the claim.
   e. Cooperate with the insurance carrier’s claims representative during the continued handling of the claim, including supplying additional information as necessary and keeping appointments for scheduled medical evaluations.
   f. Keep the department supervisor advised of disability status while out on injury
leave.
g. Cooperate with the Patient Advocate and return to work efforts.
h. No settlement with third parties should be accepted by an employee unless and until (i) the employee confers with the insurance carrier’s claims representative and (ii) the employee documents in writing with Human Resources that such report of the third party settlement offer received by the employee has been communicated by the employee to the claim representative and that meaningful discussions with the claims representative regarding the proposed third party settlement offer have taken place.

2. Department Head or Designee - Department responsibilities are as follows:
a. Ensure all employees within the department are aware of procedures, changes, and regulations regarding Workers’ Compensation.
b. Submit required and completed forms to the Human Resources Department.
c. Forward all medical bills or other correspondence received from an employee, physician, or medical care facility to the Human Resources Department.
d. Notify the Human Resources Department immediately when an employee is able to return to work either in a light duty or full duty capacity.
e. Cooperate with the insurance carrier during investigation of claims and assist in back-to-work, light duty and vocational rehabilitation programs.

3. Human Resources Department responsibilities with regard to processing Workers’ Compensation claims are as follows:
a. Develop and manage the County Workers’ Compensation Claims program.
b. Maintain records of all Workers’ Compensation claims sent to the claims service company.
c. Monitor the progress of all Workers’ Compensation claims handled by specific insurance companies and, where necessary, provides status reports to departments.
d. Assist departments with Workers’ Compensation claims processing and coordination of the employee’s timely return to light, restrictive, or regular duty.
e. Answer questions and respond to inquiries regarding Workers’ Compensation claims.
f. Human Resources does not approve or deny employee claims. The County’s Workers’ Compensation insurance carrier makes the determination, as to approval or denial of claims.

B. County Designated Physicians
1. Section 65.2-603 of the Virginia Workers’ Compensation Act requires that injured employees chose a physician from a panel selected by the employer.
2. Employer authorized physicians and medical treatment facilities must be used at all times by employees receiving treatment for job-related injury/illness.
3. Exception to employer authorized physicians and medical treatment facilities may be made in the case of an emergency requiring immediate medical treatment that occurs outside of normal working hours.
4. Failure to secure treatment from an authorized physician could result in a denial of benefits.
5. Any change in treating physician shall be made in accordance with the Workers’ Compensation Act regulations, and may require approval of the Workers’ Compensation insurance carrier prior to treatment.

C. Second Opinions and Changes of Physicians
1. Employees receiving medical treatment for a compensable injury or illness may request a second medical opinion or a change in treating physician by contacting the Workers’ Compensation insurance carrier and requesting and receiving prior approval.
2. If an employee obtains a second medical opinion or seeks treatment from a physician not on the County’s Panel and without prior approval of the Workers’ Compensation insurance carrier, the employee will be responsible for the cost of such treatment.

D. Salary/Wage Benefits
1. In accordance with Section 65.2-509 of the Virginia Workers’ Compensation Act, no compensation shall be allowed for the first seven (7) calendar days (including Saturday, Sunday, holidays and does not need to be consecutive) of incapacity resulting from a job related injury or illness.
2. During this seven (7) day period, the employee may use accrued annual, sick, or compensatory leave. If the employee has no leave balance, the employee will be placed in a leave without pay status for the seven (7) day period.
3. If the incapacity extends beyond the initial seven (7) day period, Workers’ Compensation benefits (compensation) shall commence with the eighth (8th) day of disability. If such incapacity continues for a period of more than twenty-one (21) calendar days, not including the day of injury, compensation shall be allowed from the first day of such incapacity.
4. Workers’ Compensation benefits are provided at the rate of sixty-six and two-thirds (66-2/3) of the average weekly, pre-tax wage of the employee, subject to weekly maximums as approved by the Virginia Workers’ Compensation Commission. This amount is not subject to payroll taxes.
5. Employees may supplement the workers’ compensation benefit by thirty-three and one-third (33-1/3) using accrued annual, sick or compensatory leave. This supplement will continue until the lesser of the following:
   a. The injured employee’s accrued annual, sick or compensatory leave is depleted.
   b. Six Months (See Section H. Six-Month Limitation)

E. Return to Work/Modified Duty
1. An injured employee must return to work as soon as he/she is released for regular, restrictive, or light duty by the treating physician.
2. A Physical Capacities Form must be completed by the treating physician and submitted to the Human Resources Department prior to the employee returning to regular, restrictive or light duty.
3. If the return to work is restrictive or light duty, then the Human Resources Department has the option to submit to the attending physician a copy of a proposed light duty job description for approval.
4. The employee shall not be permitted to perform light duty unless approved by the attending physician.
5. Employees on light duty assignment may return to their regular duties upon receipt of a Physical Capabilities Form signed by the employee’s attending physician attesting to the employee’s physical and mental fitness to resume regular duties.

F. Light Duty Assignment
To minimize the County’s losses and bring a productive employee who has been injured on-the-job back to work as soon as possible. The County will benefit directly by decreasing time-loss compensation to out of work employees. Thus, by paying an employee to do light duty, the County can immediately reduce the cost of that employee’s time-loss by 50% or more.

1. Whenever an injured or ill employee is temporarily unable to return to his/her regular duty, but is considered medically fit to perform less strenuous tasks, efforts shall be made by the Human Resources Department in consultation with the employee’s department head or designee to find a light duty assignment for that employee.
2. The modified/light duty position for the employee may offer modified duty at a reduced rate and modified duty at a reduced number of hours.
3. Such an assignment may not necessarily be in the employee’s regular department.
4. Fitness for light duty assignment shall be coordinated with the treating physician and shall be such that accommodates identified restrictions.
5. During the period of light duty assignment, no employee shall be permitted to work more than their normal working hours.
6. A light duty assignment shall not be made in any case where there is no possibility of full recovery. Proper medical certification shall be utilized in arriving at this decision.
7. If an employee expresses a desire to return to light duty or if a supervisor has any information that the employee may be able to return to work and has not, and has not expressed a willingness to do so, he/she should contact the Department of Human Resources at once. The Human Resources Department, if felt warranted, will request an investigation be made by the claims representative and/or rehabilitation nurse.
8. If the investigation by the claims representative and/or rehabilitation nurse indicates that a return to light duty appears to be warranted, then the Department of Human Resources shall submit to the attending physician a copy of the proposed light duty job description for approval. The employee shall not be permitted to perform light duty unless approved by the attending physician. Light duty may be a reduction in hours spent performing those duties typically associated with the employee’s regular classification, or, the employee may be assigned to a completely different job classification with no adjustment in salary or benefits during this time.
9. Light housekeeping, stock reorganization, inventory, operating the mail machine, filing, answering the telephone, typing, and other jobs of this sort can be accomplished by most light duty employees. If the employee is offered a job and the
job is approved by the attending physician, that employee must accept light duty work.

10. If an employee has a decreased average weekly wage after returning to work in a modified, light duty or part-time job, the employee is entitled to workers compensation benefits. The amount payable is 66-2/3 percent of the difference between the pre-injury average weekly wage at the time of the accident/injury and the gross wage he/she earns after the accident/injury.

11. The employee who returns to light duty is monitored closely by a supervisor. The supervisor should take time to reinstruct the employee on safety procedures and good work practices.

12. Employees on light duty assignment can return to their regular duties upon receipt of a report signed by the employee’s attending physician attesting to the employee’s physical and mental fitness to resume regular duties. The report will be submitted to the Human Resources Department before the employee resumes regular duties.

G. Family and Medical Leave Act (FMLA)
1. Injuries or illnesses approved by workers’ compensation generally meet the eligibility for FMLA.
2. An absence due to workers’ compensation will be charged to the employee’s annual 12-week entitlement to FMLA benefits, providing the employee meets the definition of eligibility as listed in the current version of Regulation 4835, Family Medical Leave.

H. Claim Denials
1. Leave Time
   a. If a claim is denied, the employee shall be charged accrued leave for all work time for which the employee was absent.
   b. Compensatory leave, annual leave, or leave without pay shall be used if accrued leave is exhausted.
   c. If the employee has no accumulated leave, the Human Resources Department shall make arrangements with the employee to repay any compensation advanced.

2. Letter of Denial
   If an employee receives a letter of denial from the insurance carrier, there are two courses of action that may be pursued:
      a. Forward the letter along with the proper forms to the employee’s health insurance carrier.
      b. File a request for a hearing with the Virginia Workers’ Compensation Commission.
      The Commission’s address will be provided in the letter of denial.

I. Workers’ Compensation Appeal
   An employee has the right to appeal denial of workers’ compensation coverage to the Virginia Workers’ Compensation Commission. It is important to that appellant follow all appeal procedures and time constraints as dictated by Virginia law and the
rules and regulation of the Commission.

J. Limitations and Exclusions
1. Not all injuries that occur during work hours are compensable under the Act and/or the definitions provided by the Virginia Workers’ Compensation Commission.

2. An employee receiving workers’ compensation wages is prohibited from engaging in activities that may impair his/her recovery, such as strenuous recreational or other physical activities, without approval of the authorized treating physician and notification to the insurance carrier’s claims representative.

3. Failure to report such activities may affect benefits from workers’ compensation.
Personnel Management Plan
Culpeper County, Virginia
SECTION XV: VEHICLE POLICY

IV. COUNTY OF CULPEPER VEHICLE POLICY

POLICY STATEMENT

The County of Culpeper is dedicated to the safety of its citizens and employees and seeks to establish uniform procedures governing the use of all County-owned or leased vehicles, and establish requirements for employees using their own vehicles to conduct County business. Vehicles are defined as passenger vehicles, trucks, vans, as well as all tractors, construction, service, or maintenance vehicles, golf carts and off-road vehicles. The goal of the County is to ensure that people who are driving in some capacity for the County of Culpeper have the legal ability to do so, and that the County of Culpeper is protected from any legal liability.

Each employee is a representative of the County to the citizens. As such, the County desires that County vehicles be well maintained, be kept clean and in good working order, and that the drivers shall comply with all traffic laws and ordinances. Employees and volunteers shall operate their vehicles with the utmost safety and shall drive defensively to prevent accidents, regardless of the incorrect actions of others.

The County of Culpeper attaches herein a set of procedures to be followed. While the Vehicle Policy herein at Section XV of the PMP is adopted by the Board of Supervisors, and may only be substantively changed by a vote of said Supervisors, the procedures established are administrative, and may be amended as necessary in the judgment and discretion of the County Administrator, or his/her designee.

Additionally, this Vehicle Policy and the attendant procedures apply to all drivers of County-owned, leased vehicles, and use of personal vehicle being used in the conduct of County business, whether governed by the County’s Personnel Management Plan or not. Individuals who are not subject to the PMP shall be informed of and required by a separate writing to acknowledge and agree to adhere to the Vehicle Policy.
I. PURPOSE:
To provide general guidelines for the operation of vehicles being used in the conduct of County business. This procedure shall apply to all who operate or may operate motor vehicles owned or leased by the County of Culpeper, and/or who drive their personal vehicles when conducting County business.

Nothing contained herein shall be considered a contract between Culpeper County and any of its employees for any specific or general period of time.

II. PROCEDURE:

1. Authorized and Unauthorized Use: The following examples are for general guidance only and should not be considered as an attempt to cover all circumstances or conditions of use:

a. Authorized Use.
   i. County vehicles are authorized “For Official Use Only.” Such vehicles are to be utilized to perform the functions and conduct the operations and programs of the Department or Agency which is using the vehicle. When such official use includes the transport of non-employees, such transport is approved. County vehicles may be utilized both within and outside of the County for official use. Anyone may be reimbursed for the use of their private vehicle when such vehicle is used in the conduct of County business; such reimbursement shall be made in compliance with the policy of the County.

   ii. County vehicles may be taken home overnight by designated personnel who serve on call to provide emergency services or other employees, as may be authorized by the Department Heads, for official County business, subject to adherence to all of the provisions detailed herein subsection II, Procedure.

   iii. Absent the express approval of the County Administrator, employees authorized for assignment of a “take home” vehicle are limited to commutes solely/wholly within Culpeper County.

   iv. Only properly licensed County employees shall operate County vehicles. Properly licensed volunteer workers subject to prior approval of the County Administrator, may be permitted to operate County vehicles while acting within the scope of their duties. Such authorization shall be requested in writing by the appropriate Department Director or through the Human Resources Director.

b. Unauthorized Use:

   i. County employees may not operate a County-owned or County-insured vehicle without having a valid, properly classified operator’s or commercial driver’s license
COUNTY OF CULPEPER, VIRGINIA

as set out herein these procedures.

ii. County vehicles may not be utilized for personal purposes. Additionally, personnel authorized for overnight use of a County vehicle may use such vehicle for transportation to meals or for personal purposes, including the transporting of non-employees, when traveling in a direct route to and from work.

iii. Seat belt use is mandatory in all County vehicles. This applies to the driver and all passengers.

iv. It is absolutely prohibited for County-owned or County-insured vehicles to be utilized if the operator is impaired by, or under the influence of alcohol, intoxicants, or drugs (legal or illegal). The possession of alcohol, intoxicants, or illegal drugs that can impair a driver’s ability to operate a motor vehicle is prohibited in a County vehicle. The consumption of alcohol, or - legal or illegal drugs and intoxicants - that can impair and/or impair a driver’s ability to operate a motor vehicle is prohibited in a County-owned or leased and/or County-insured vehicle.

v. Smoking lawful tobacco products, illegal intoxicants, or otherwise, and/or vaping, are prohibited in County-owned or leased vehicles.

vi. County vehicles are not to be driven in violation of the motor vehicle laws of Virginia. All citations are to be reported in writing immediately to a supervisor. Failure of an authorized user immediately to report traffic citations received in a County vehicle is cause for discipline, including termination, and loss of privileges to drive, operate, or take home a County vehicle.

2. Care and Maintenance of Vehicles.

a. Operator Responsibilities. Operators of County-supplied vehicles shall be responsible for making visible inspection/observation and checking dash instrumentation regarding correct engine oil levels; proper levels of coolant in the radiator; ensuring proper operation of headlights, taillights, and turn signals; tire pressure (including spare) and tire condition; proper braking action; and general appearance of the vehicles (interior and exterior), - and making report of concerns or maintenance needs to the Department Head and the person administering the Motor Pool. The vehicle shall be taken in for service in accordance with the instruction of the person administering the Motor Pool.

b. Routine Maintenance. Each County vehicle shall be taken to the County’s designated automotive center for preventive maintenance such as oil changes, tire rotation, brake checks, etc., on a schedule promulgated by and as instructed by the person administering the Motor Pool.

c. Vehicle Alterations. Employees shall not alter or add any equipment to a County vehicle (including AM/FM radios, bumper stickers, racks, tool boxes, etc.) without
Department Head/Agency Head/Constitutional Officer approval. Damages resulting from unauthorized modifications may be assessed against the person(s) making such modification.

d. Additional contact information and instruction shall be provided in supplement to employees regarding repair and maintenance when assigned a County vehicle, and also may be found inside the glove compartment of each County vehicle.

3. Emergency Repairs / Road Service

a. Regular Work Day When a vehicle becomes inoperable in the local area, the driver, after seeing that the vehicle is removed from the roadway, is to contact the County’s designated automotive repair and towing center for assistance, as instructed. When a vehicle becomes inoperable out of the local area, the driver may arrange, as necessary, for assistance from County’s designated roadside assistance company. Employees are encouraged to contact the person administering the Motor Pool.

b. Non-Work Hours / Work Day In the event that a breakdown occurs within a 25-mile radius of Culpeper County and outside of normal working hours, the driver shall contact the County’s designated Towing Company, or the nearest available towing service for assistance. All such contact information shall be made available inside the vehicles for the employees to access. If a breakdown occurs beyond the 25-mile radius, the driver is to contact the County’s designated roadside assistance company for assistance for towing to the County parking lot, or the service facility, whichever is more practical. The driver shall then determine the nature of the problem or cost for repairs. If the vehicle can be repaired for $250 or less, and it is not feasible to delay repairs until the County can be contacted during normal working hours for guidance, the driver is authorized to have repairs accomplished. If repair estimates are in excess of $250, the vehicle should be secured at the service facility until repairs can be coordinated with the County. Alternate transportation (i.e., rental cars, taxi) should be utilized until repairs are made or another County vehicle is provided.

4. Vehicle Security Security of a County vehicle is the operator’s responsibility. Unattended County vehicles shall be locked at all times by the operator. Operators may be responsible for loss of County property from an unsecured County vehicle. Park vehicles in safe, well lighted area if at all possible.

5. Accidents

a. Driving Practices Operators should practice defensive driving and anticipate and observe the actions of other drivers and control their own vehicles in such a manner as to avoid involvement in an accident. An operator of a County vehicle and all passengers therein shall properly use seat belts. Injury resulting from failure to wear seat belts may constitute gross negligence on the part of the individual/operator and
upon case review may jeopardize an employee’s eligibility for relief normally provided under Worker’s Compensation and other potential disability claims.

b. Accident Involving County Vehicle In the event an accident should occur involving a County-owned or County-insured vehicle, the Automobile Loss Procedures should be followed:

i. Notify the police/fire department of the accident.

ii. Get the names, phone numbers and addresses of all persons in the other vehicle(s), the driver’s license data of other operators, the license number of other vehicle(s) and the name of the insurance carrier(s) for the other vehicle(s) involved.

iii. Complete the data on the incident report form located in the glove compartment of the vehicle and submit this form to the Finance Department within 48 hours.

iv. DO NOT ADMIT RESPONSIBILITY and make no statement regarding fault as to the accident, except to authorized claims representatives of the County’s insurance carrier or the County Attorney. Please cooperate with your supervisor, Human Resources, the Finance Department, the County Attorney, and law enforcement and first responders with regard to accidents.

c. Accident Involving Personal Vehicle In the event of an accident the employee’s insurance will be sole and primary. The County will reimburse the employee’s deductible up to $500.00, if the employee was not at fault.

d. Rendering Assistance Upon reaching the scene of an accident, the operator of a County vehicle is authorized to render such assistance as he/she can by caring for the injured first, calling or sending for the fire, rescue or police and taking measures to prevent other vehicles from becoming involved in the accident. When stopping at the scene of an accident, the driver should ensure that the vehicle is parked in a safe location so as to not interfere with traffic.

e. Case Review The Human Resources and Finance Departments with the assistance of the County Attorney shall conduct an investigation of the facts and circumstances of accidents involving County-owned vehicles, which have resulted in a reported injury or property damage. The Department Heads of the Human Resources and Finance Departments, and the County Attorney, are authorized to gather evidence, relevant documents and solicit written statements from County employees. The Department Heads of the Human Resources and Finance Departments with the assistance of the County Attorney shall review the accident as soon as practicable and render an opinion as to whether negligence or operating practices were a probable contributing factor to the accident. Corrective action may be required. Corrective action may be administrative in nature, such as additional driver training or may include disciplinary measures. Corrective action may be required after consultation with the Department Head and Human Resources.
6. Driver Qualifications and Training

a. Licensing Department Heads are responsible for ensuring that their employees are properly licensed and trained to operate County vehicles. This requires coordination and communication with Human Resources. A valid Virginia driver’s license is required to operate County vehicles. The basic license requirements for passenger vehicles apply, with the following additional requirement for heavy vehicles operated on the highway:

Those persons required to operate or maintain a vehicle weighing 26,001 pounds or more, gross vehicle weight rating (GVWR); or designed to carry 16 or more passengers, including the driver; or used to transport hazardous materials required to be placarded by federal law, must have a Virginia Commercial Motor Driver’s License (CDL). Such license is required for volunteer drivers, heavy vehicle mechanics and public school bus operators. Commercial license requirements do not apply to operators of emergency vehicles, such as fire fighters. However, all operators of emergency vehicles must fully meet the special state and federal skill requirements for driving certifications.


a. A valid Virginia Driver’s license for the appropriate class of vehicle or equipment which will be operated is required. Employees and volunteers who will be required to operate a County vehicle and/or personal vehicle during the course of their employment shall complete a DMV Information Request Form, CRD-93. This will give the County authority to access an individual’s Virginia driving record. To the extent the individual’s most recent driving history is out-of-state, Human Resources shall require the individual to provide it with a certified driving record of recent driving history from such state(s).

b. A Virginia driver’s license for current and prospective employees and volunteers may not have DMV restriction codes which limit the driving privilege to the extent that requirements of the jobs applied for or occupied cannot be met.

c. Any and all DMV records shall be maintained in confidential files and updated annually, as may be required by the DMV. Virginia driving records and history for County employees may be obtained from the Division of Motor Vehicles at no expense to the County or individual concerned. There may be the incurrence of a fee to the employee for out of state driving records and history. The Human Resources officer shall notify the appropriate Department Director and County Administrator when an employee’s or volunteer’s record does not meet the minimum standards.
8. Driving Standards. A DMV record check of current employees and volunteers will occur, at a minimum, on an annual basis. Drivers must meet minimum standards as determined by the County. In addition to the annual DMV records check, all employees and volunteers must immediately report any change in their license status with the Commonwealth of Virginia to their Department Head through their immediate supervisor.

They must also report, as soon as practicable, but not later than their next immediate workday, any charge of or arrest for the following violations: driving under the influence of drugs or intoxicants; driving while intoxicated; refusal to submit to a blood or breath test for determination of drug or alcohol content; reckless driving; leaving the scene of an accident; or vehicular manslaughter or homicide; eluding police; committing a drug offense, regardless of whether or not a motor vehicle is involved; and committing a felony involving the use of a motor vehicle.

Employee or volunteer must inform Department Heads, through their immediate supervisors, by the next scheduled workday, of any license suspensions, or revocations, or charges being placed for any of the offenses listed in subparagraph (c) below, and the final disposition of the case. Failure to do so may be grounds for immediate dismissal.

Department Heads shall be responsible for sharing any and all reports regarding the above to Human Resources.

Moreover, drivers must meet minimum standards as determined by the County to use County vehicles. Culpeper County standards are as follows:

a. No more than two (2) moving violations within the previous twenty-four (24) months (e.g. speeding, failure to yield, violating a traffic signal, failure to stop, improper turn, improper lane change, following too close, reckless driving, etc.)

b. No more than three (3) moving violations within the previous thirty-six (36) months.

c. No record of convictions associated with driving under the influence (DUI), driving
while intoxicated (DWI), reckless driving, eluding police, leaving the scene of an accident, or manslaughter (voluntary or involuntary) within the previous sixty (60) months.

d. No record of current revocations or suspensions, and no record of previous revocations or suspensions associated with moving violations within the last sixty (60) months.

If an employee or volunteer fails to meet driving standards and is in a position where operating a vehicle is essential to the County, appropriate action will be taken depending on the severity and number of the convictions(s). Failure to comply with the standards shall be considered cause for dismissal, or other disciplinary measures as deemed appropriate in the Personnel Management Plan or by the County Administrator.

This Vehicle Policy and the procedures set forth herein does not prohibit or preclude Department Directors from issuing reasonable standard operating procedures with more stringent requirements, as may be appropriate.

e. Driver Training Operators of County vehicles may be required to participate in a County approved Defensive Driving Program. Department Heads whose employees operate County-provided vehicles shall support the program by ensuring that employees participate in Defensive Driving classes when scheduled and as otherwise required.

10. Miscellaneous

a. Monitoring Vehicle Use Department Heads shall carefully monitor and take necessary action to preclude operations that are contrary to the policies and procedures herein.

b. Citizen Complaints. The department receiving the complaint regarding the use or operation of County vehicles shall complete a Complaint Form found in the Appendix at Form CC 25 and forward the completed copy of the form to the appropriate Department Head and to the County Administrator. Upon receipt, the appropriate Department Head shall investigate the complaint and report to the County Administrator the results of the investigation and any corrective action taken regarding the complaint.

c. Approved Departmental Rules Any departmental rules, regulations or procedures approved by the County Administrator governing the use or operation of County-owned or County-insured vehicles, which are not in conflict with this policy, shall be considered a part of this policy and shall be enforced as such.

d. Action to be Taken Violations of this policy will be reviewed by the County Administrator's office, and may result in loss of County driving privilege or loss of
department’s vehicle allocations.

e. Supervisory Responsibilities Department Heads shall ensure that before their employees are permitted to operate a County vehicle, drivers are properly trained in its use; in procedures to be followed should they be involved in an accident with a County vehicle; in basic maintenance responsibilities of the operator (checking tires, oil level, lights, etc.) and in preventive maintenance services. In addition, each authorized driver, whether full-time County employee or volunteer worker, will be fully briefed on County and departmental personnel policies pertaining to operator negligence and damage to County property. Please see Form CC 27 in the Appendix for the Vehicle, Equipment, and Property Claims Procedures.

f. Reimbursement for Use of Personal Vehicles From time-to-time it may be necessary for employees to use personal vehicles for official County business. Personal vehicles should only be used with the approval of the employee’s supervisor. The employee must maintain insurance on his/her own vehicle. Employees are encouraged to contact their individual insurance agent for advisement for their personal vehicle policy conditions. Refer to the County Travel policy for reimbursement details.

g. Tax Consequences Employees must be mindful of potential federal tax consequences that may be triggered, where vehicles permitted to be taken home are utilized in a manner by the employee that does not qualify for tax exemption. Please take notice of IRS Publication 5137, as may be amended from time to time.

The payment and/or defense of parking and moving violations are the sole responsibility of the driver of the County vehicle and/or the personal vehicle being driven when such summons or citations are issued.
Personnel
Management Plan
Culpeper County, Virginia
Section XVI: Drug & Alcohol Policy

It is the goal of Culpeper County to establish and maintain a safe and healthy workplace for its employees, free from drug and alcohol abuse, and to protect the safety of the public by providing the highest quality service.

While the County is concerned about the health and welfare of employees who may be experiencing problems with drugs or alcohol, we are not relieved of our responsibility to maintain a drug-free workplace. The use of alcohol, illegal drugs, or the misuse of prescription drugs is not acceptable and will not be tolerated in the County workplace. As a condition of employment, each employee shall abide by the terms of this County policy and regulations respecting a drug-free workplace, and shall adhere to the procedures delineated in the Administrative Procedures document.

Nothing contained herein shall be considered a contract between Culpeper County and any of its employees for any specific or general period of time.

1. Regulations

No employee shall unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any narcotic, hallucinogenic, amphetamine, barbiturate, marijuana or any other controlled substance.

“Workplace” is defined to mean any site for the performance of work by an employee. This includes any County or premises; any County-owned vehicle; any building or premises used by the County for County-business; any non-County property during any County-sponsored or County-approved event, activity or function; and all County owned property such as offices, desks, lockers, safes, file cabinets, and tool boxes. Any County workplace as defined herein is subject to drug detection inspection at the discretion of the County. The County reserves the right to search all County workplaces. Employees may not assume an expectation of privacy with regard to their workplaces, offices, desks, lockers, safes, file cabinets, and/or toolboxes.

As a condition of employment, each employee shall notify his/her supervisor of his/her conviction for violation of any criminal drug law no later than the next workday after such conviction.

The possession and/or consumption of alcoholic beverages or illegal drugs in the workplace is prohibited, as is reporting to work under the influence of alcohol or a controlled substance.

Violations of this policy will result in appropriate disciplinary action up to and
including termination, as indicated in Section VIII of the Personnel Management Plan.

2. **Drug and Alcohol Testing.**

The County will contract with a laboratory which employs an individual eligible to be a Medical Review Officer under federal regulations, to perform the collection and testing services. Tests may be required in the following cases:

A. Applicants who have been offered employment, contingent upon the receipt of satisfactory references, background checks and drug screens.

B. Employees in safety sensitive positions, as defined in the Administrative Procedures, who have been selected for a random test.

C. Any employee who exhibits behavior constituting a reasonable suspicion of impairment.

D. Employees who drive County vehicles may be required to be tested following a reportable vehicle accident.

E. Any employee who has been authorized to return to duty following a positive drug screen for which the employee was not terminated, and following completion of an authorized treatment program. This testing may be done on an unannounced basis a minimum of six times during the twelve month period immediately following the return to work.

F. Any employee in and post-offer applicants for positions which require a commercial driver’s license as a condition of employment. These tests will occur on a pre-employment, post offer basis; randomly after hiring; following a reportable vehicle accident; and on a return to work basis after testing positive, if not terminated.

In all cases, a refusal to submit immediately to the drug test will result in disciplinary action, up to and including termination.

3. **Consequences of a Confirmed Positive Test Result**

If the test result is positive, the employee will be subject to disciplinary action, up to and including termination. In the event the employee is not terminated, it shall be necessary for the employee to be evaluated by a substance abuse professional, and possibly complete a treatment program at his/her own expense prior to being allowed to resume duties. In any case, a return to work agreement must be signed and a return to work drug test must be administered prior to the individual returning to work. Thereafter, the employee will be subjected to a minimum of six unannounced tests in the next twelve months.
COUNTY OF CULPEPER, VIRGINIA

All information pertaining to employees and applicants with respect to drug testing is confidential and maintained in a secured file. It will be disseminated only on a confirmed “need to know” basis.

4. Guidelines for Reasonable Suspicion Testing

An employee may be required to submit to drug or alcohol tests when there is reasonable suspicion of impairment. A trained supervisor will make this decision according to the Administrative Procedures. Generally, the following examples, alone or in combination, may comprise reasonable suspicion:

A. Unexplained inability to perform normal job functions.
B. Slurred speech.
C. Smell of alcohol or drugs on the breath.
D. Any unusual lack of physical coordination or loss of equilibrium.
E. Unexplained inability to think, reason, or perform at the employee’s normal level.
F. Unusual or bizarre behavior.

If the employee refuses to be tested, the supervisor shall document the refusal and 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.

5. Delegation of Authority.

Authority is hereby delegated to the County Administrator to approve and issue any administrative policies and procedures necessary to properly implement this policy. All such policies and procedures must be consistent with this policy and any applicable laws.
Personnel Management Plan
Culpeper County, Virginia
Section XVII: Reduction in Force

I. Purpose
It is the County’s objective to provide a fair and objective administrative process for the implementation of a reduction in force (RIF) and to ensure that employees are released in a nondiscriminatory manner should a reduction in force become necessary due to lack of funding, changes in workload, reorganization of functions, and a decrease in services.

The following RIF policy and process shall only be followed if there are sufficient available funds to cover the costs of carrying out the RIF, as determined by the Board of Supervisors.

Nothing contained herein shall be considered a contract between Culpeper County and any of its employees for any specific or general period of time.

II. Scope
This policy applies to all full and part time County employees only.

III. Procedures

A. Guidelines
1. A reduction in force may be implemented on a County-wide, department, or position specific basis.

2. A reduction in force may be voluntary or involuntary. Generally, a voluntary RIF will be offered before an involuntary reduction in force is implemented.

3. A reduction in force may require the separation, transfer, demotion, or reduction in work hours.

4. All employees within non-covered categories (e.g. probationary employees, temporary employees, seasonal employees) may be separated from employment at any time in the order deemed appropriate by the County Administrator or his/her designee. It is generally preferred that all employees within non-covered categories shall be released from employment before employees in covered categories are affected by a voluntary or involuntary reduction in force. There may be merited exceptions to this preference.

B. Pre-Implementation
5. When a reduction in force is necessary, the County or specific department shall:

   a. Determine whether the entire organization, or a department(s) are to be affected;
   b. Designate position(s) to be affected as appropriate, and
   c. Review all vacant positions to identify vacancies that can be used as
6. Vacancies that have been identified as placement options may be filled after the organization determines that no employees affected by the layoff are eligible for or interested in the positions.

7. The RIF policy is contingent upon funding being available in current year budget. To the extent that funds are available, severance payments shall be paid in order of precedence: annual leave payout and other eligible employee benefits shall be paid first. These payments shall be paid at time of the RIF. Only if there are remaining available funds shall RIF payments as described above be paid to employees that are subject to the RIF.

### Voluntary Reduction in Force Procedures

**C. Eligibility**
1. All regular full and part employees are eligible to volunteer to participate in this program if it is offered in their department and/or position. Options under the voluntary RIF include:
   
a. Separating/terminating employment  
b. Transfer or demotion  
c. Reduction in hours  

2. Generally employees who occupy critical or hard to fill positions, or employees who possess critical knowledge or skills, will not be allowed to participate, except with the approval of the County Administrator or designee.

**D. Transfer/Demotion/Reduction in Hours**
1. An employee may request to be transferred or demoted to another position within the organization, or request a reduction in hours. If the request is accepted, an employee shall be paid at the rate of the new position and/or the status (full or part time).

2. Employees are not guaranteed employment if they are transferred or demoted. An employee must be able to demonstrate that they meet the minimum qualifications of the new position after being employed in the position for a period of six months. Training may be provided during the first six months to assist the employee in meeting the minimum requirements.

**E. Severance**
1. Employees who volunteer to participate in the voluntary RIF shall be eligible for a severance.

2. Severance shall be based on length of service and salary at separation based
on the following chart.

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 1 Year</td>
<td>1 month base salary</td>
</tr>
<tr>
<td>1 but less than 5 years</td>
<td>2 months base salary</td>
</tr>
<tr>
<td>5 but less than 10 years</td>
<td>3 months base salary</td>
</tr>
<tr>
<td>10 but less than 20 years</td>
<td>4 months base salary</td>
</tr>
<tr>
<td>20 or more years</td>
<td>5 months base salary</td>
</tr>
</tbody>
</table>

3. Each employee’s length of service shall be calculated using each month worked; therefore, one (1) month worked equals one (1) month of service OR twelve (12) months worked equals one (1) year of service.

4. A part time employee’s base salary will be the average of the employee’s pay over the previous twelve (12) calendar months prior to the effective date of the voluntary RIF.

5. An employee may also receive, in addition to the above, up to five (5) percent of his/her current base salary if the average of the last three (3) performance evaluations states that the employee is more than proficient in his/her job.

<table>
<thead>
<tr>
<th>Overall Performance Score</th>
<th>Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than BIA</td>
<td>0%</td>
</tr>
<tr>
<td>BIA</td>
<td>1.25%</td>
</tr>
<tr>
<td>BIA +</td>
<td>2.5%</td>
</tr>
<tr>
<td>BIA ++</td>
<td>3.75%</td>
</tr>
<tr>
<td>BIA +++</td>
<td>5%</td>
</tr>
</tbody>
</table>

6. An employee may also receive, in addition to the above, a contribution toward the County’s group health insurance if the employee is enrolled in the County’s group health plan on the effective date of the voluntary RIF. Payment for health insurance may be distributed to the (1) employee or (2) appropriate carrier to ensure payment of insurance.

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Health insurance contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 1 Year</td>
<td>1 month of premium</td>
</tr>
<tr>
<td>1 but less than 5 years</td>
<td>2 months of premiums</td>
</tr>
<tr>
<td>5 but less than 10 years</td>
<td>3 months of premiums</td>
</tr>
<tr>
<td>10 but less than 20 years</td>
<td>4 months of premiums</td>
</tr>
<tr>
<td>20 or more years</td>
<td>5 months of premiums</td>
</tr>
</tbody>
</table>

(One month of premiums shall be the equivalent/average of the total premium for the employee only option(s))

7. Severance payments shall be dispersed on a monthly basis, equally over at
least a three (3) month period.

F. Unemployment Compensation
1. Decisions regarding eligibility for unemployment compensation are made by the Virginia Employment Commission.

G. Recall
1. An employee shall have recall right as outlined in Subsection Recall of this policy.

This program is strictly a voluntary action on the part of any employee to whom this option is offered. An employee shall not be forced or coerced in any way to volunteer to participate in the program.

Involuntary Reduction in Force Procedures

H. Reduction in Force Criteria
1. Regular employees shall be selected for a reduction in force based on the following criteria:
   a. Demonstrated current and past performance; and
   b. Length of service with the organization.

2. Other factors that may be considered during a reduction in force and when two employees have the same value rating:
   a. Promotional potential and transferability of skills to other positions within the organization; and
   b. The needs of the organization and specific projects.

I. Rating Value
1. Each regular employee in an affected position shall be assigned a rating value which will be a combination of creditable service and the total weighted score of the last three (3) performance evaluations.

2. An employee shall receive one (1) point for each full month of service.
   a. Only time actually worked during the course of employment shall be included in the calculation of creditable service. Breaks in service greater than 30 days may be included in the service credit if required by law.
   b. The creditable service points shall equal ten (10) percent of the rating value.

3. The total weighted score of the last three (3) performance evaluations shall equal ninety (90) percent of the rating value.

4. Calculation of the rating value shall be as follows:

\[
(\text{Number of months of creditable service/number of months within a year}) \times .1 \\
+ (\text{sum of performance evaluation points/number of evaluations}) \times .9
\]
5. Employees with the lowest rating value shall be separated from employment first.

6. Employees affected by the reduction in force shall be given as much notice as is required by law or as much as is reasonable under the circumstances.

J. Job-Sharing and/or Reduced Hours in lieu of separation
1. Department Heads should consider job-sharing or reduced working hours in an effort to reduce the number of employees who would otherwise be separated from employment.

2. A recommendation on the feasibility of job sharing and/or reduced working hours shall be forwarded to the Human Resources Director with an analysis of the impact on services, fiscal cost comparisons and other pertinent data. The County Administrator or designee shall approve or deny the recommendation.

3. Employees who have been identified to be affected by the reduction in force, and who have the highest rating value of the affected group may be offered job sharing and/or reduction in hours first depending on job qualifications.

4. After being offered job-sharing and/or reduced hours, and employee shall have five (5) working days to accept the offer or otherwise be considered for guidelines outlined in Subsection Transfer/Demotion in Lieu of Separation of this policy.

5. An employee working less than forty (40) hours in a workweek shall be placed in a part time status.

K. Transfer/Demotion in lieu of separation
1. Regular employees affected by a reduction in force shall be considered for transfers to a comparable position within the department or organization if performance is at least proficient in their current position.

2. An employee shall first be considered for a position in the same classification and status (full or part time). After being offered the lateral transfer, he/she shall have five (5) working days to accept the offer or otherwise be separated from employment.

3. If no vacancies exist in the same classification, an employee may be considered for a demotion and/or reduced status (full or part time). After being offered the demotion and/or reduced status, he shall have five (5) working days to accept the offer or otherwise be separated from employment.

a. An employee shall be paid at the rate of the new position and/or the status (full or part time).
4. Employees are not guaranteed employment if they are transferred or demoted. An employee must be able to demonstrate that they meet the minimum qualifications of the new position after being employed in the position for a period of six months. Training may be provided during the first six months to assist the employee in meeting the minimum requirements.

5. At any time during the reduction in force an affected employee may apply for a promotion and/or an increase in status (full or part time), but he or she shall be subject to the organization’s selection procedures as outlined in Section II, Recruitment & Selection of the Personnel Management Plan.

L. Severance
1. The County Administrator shall authorize to provide severance pay to affected employees who are at least proficient in their current position. Only regular employees are eligible for severance pay.

2. Severance shall be based on length of service and salary at separation based on the following chart.

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 1 Year</td>
<td>2 weeks base salary</td>
</tr>
<tr>
<td>1 but less than 5 years</td>
<td>1 month base salary</td>
</tr>
<tr>
<td>5 but less than 10 years</td>
<td>1.5 months base salary</td>
</tr>
<tr>
<td>10 but less than 20 years</td>
<td>2 months base salary</td>
</tr>
<tr>
<td>20 or more years</td>
<td>3 months base salary</td>
</tr>
</tbody>
</table>

3. Each employee’s length of service shall be calculated using each month worked; therefore, one (1) month worked equals one (1) month of service OR twelve (12) months worked equals one (1) year of service.

4. A part time employee’s base salary will be the average of the employee’s pay over the previous twelve (12) calendar months prior to the effective date of the RIF.

5. Severance payments shall be dispersed on a monthly basis, equally over at least a three (3) month period.

6. Severance pay shall be forfeited by an employee:
   a. who declines a lateral transfer where the general terms and conditions of employment are identical to those, which the employee enjoyed in the position held prior to the reduction in force or;
   b. who accepts a demotion where the general terms and conditions of employment (including pay) are identical to those, which the employee enjoyed in the position held prior to the reduction in force.
M. Recall
1. A regular employee who is demoted, reduced in hours, or separated from employment during a reduction in force, and whose performance was at least proficient in their former position shall have the opportunity to be re-employed with the County for a period of two (2) years from the effective date of the reduction in force.

2. Employees with the highest rating value shall be recalled first.

3. An employee may be offered a position within the same classification and status (full or part time) as his/her former position.
   a. An employee who accepts the offer shall be reinstated with at least the same rate of pay and annual leave accrual prior to the reduction in force.
   b. An employee who rejects the offer shall be removed from the active recall list.

4. An employee may be offered a position in a lower classification, in a non-covered category, or in a reduced status (full or part time) as his/her former position.
   a. An employee who accepts the offer shall be reinstated within the pay scale and hours for the position.
      i. Annual leave may be reinstated and at least at the same accrual prior to the reduction in force depending upon the position.
      ii. The employee shall also retain recall rights to a position within his/her former classification and status (full or part time) during the one year period.
   b. An employee who rejects the offer shall retain recall rights within the same classification as his/her former position.

5. Employees shall be contacted for recall via mail with delivery confirmation using the employee’s current contact information on file in the Human Resources department.
   a. An employee shall have ten (10) business days following receipt of the notice to notify the Human Resources Department of the acceptance or rejection of the recall.
   b. In the event the employee does not respond, he shall be removed from the recall list.
   c. It is the responsibility of the employee to notify the Human Resources Department of any changes in contact information.
*Forms CC 01 through 27 may be amended, as may be necessary to better effectuate personnel matters and County operations, as deemed by the County Administrator without necessity of bringing this type of administrative matter before the Personnel Committee or the Board of Supervisors, where there are no substantial changes. Changes to Form CC 04 must be approved by the County Attorney.
FORM CC 01
Culpeper County
Pay Administration Guidelines

(FORM CC 01)
Pay Philosophy
Culpeper County seeks to establish a position that aligns with the current market and rewards employees for their individual performance. It is committed to attracting and retaining highly qualified and citizen centered individuals.

Culpeper County’s Pay Administration Guidelines are designed to:
- Pay employees below the market who are not meeting performance expectations
- Pay employees at the market average if they are fully meeting performing expectations, and
- Pay employees above the market if they are consistently performing above performance expectations.

Employment Value Proposition
In return for employee’s hard work, Culpeper County seeks to provide every employee with:
- A fair and equitable pay system despite multiple funding sources, locations, and policies
- A secure and respectful environment that fosters teamwork, and personal and professional growth
- Meaningful and rewarding work
- A clear understanding of what’s expected of each employee in his/her respective roles
- Honest feedback about performing; and
- Recognition for excellent work

Roles & Responsibilities
Employee’s Role
Each employee is responsible for his or her job performance, personal development and growth. While Culpeper County encourages growth, it cannot guarantee advancement for every person.

Department Head
Each Department Head is responsible for making and applying consistent compensation decisions in accordance with Culpeper County’s Pay Guidelines. There is no substitute for a Department Heads good judgment concerning pay. No policy, structure, process is intended to prevent Department Heads from using good judgment; instead policies and procedures are designed to ensure equity and to provide a framework for making consistent decisions throughout the organization.

Human Resources
The Human Resources Department is responsible for monitoring the application of Culpeper County Pay Guidelines. It is also responsible for maintaining the organization’s pay plan to include but not limited to creating/revising job descriptions, job evaluation, monitoring the market, and monitoring compliance.

Personnel Committee
The Personnel Committee is responsible for overseeing the County’s pay plan. It is responsible for approving new job descriptions, job value, and placement of each job into the play scale. It is also responsible for approving requests that may result in a job being moved from one pay grade to another.
Pay Plan

Culpeper County uses a combination of generally accepted methods of market pricing and job evaluation methods to determine job value.

Design

Culpeper County uses an open pay plan system that consists of two pay scales. One scale is maintained for general government which consists of 15 pay grades. Each grade has a minimum, midpoint and maximum. The scale also has an 11% pay progression, and a 55% pay range. The second scale is maintained for public safety with consists of 15 pay grades. Each grade has a minimum, midpoint and maximum with an 8% progression and a 55% pay range.

Jobs of similar value are grouped together into grades and each individual will receive a base pay that is commensurate with his/her education, experience, skills and contribution and is in line with the market.

Job Description

To provide a basis for job evaluation, written job descriptions are prepared and maintained for all jobs. Each description will document the essential functions; knowledge, skills and abilities; and working conditions for the job. Job descriptions are prepared by the Department of Human Resources based on input from employees, supervisors, and generally accepted human resource management principles and practices.

A job description is not required for seasonal/temporary jobs, but a Department Head should have an understanding of the duties that will be assigned before any recruitment begins.

Job Titling

Each job is assigned a job title that is reflective of the duties and responsibilities of the job. Periodically job titles may change. A title change does not necessarily signify a grade change.

Job Evaluation

To ensure the assignment of jobs to salary grades that are equitable and competitive, Culpeper County utilizes a job evaluation system which focuses on job content as it relates to the market and comparable jobs within the organization. Assigning a grade to a job does not consider an individual’s characteristics or qualifications.

The job evaluation methods include point factor method and classification.

Point Factor Method

Point factor job evaluation is a procedure to establish quantitative value using points in order to determine the size of a job for comparative and ranking purposes. For each factor a number of levels are defined and a point value is assigned. Each job is then scored for every factor; the points are determined and summed for each job. The total point values are then converted and a job grade is established.

Classification

Concurrently with the point factor method all administrative jobs have been classified or grouped into various levels based on a criterion for each level. All administrative jobs will be placed in the appropriate class that best describes its duties. A class title will be assigned to each administrative job, but the department may want to have a working title that may be more job specific.

Market Pricing

Market pricing is a process that involves measuring the value of a job in the labor market. Benchmark jobs, or jobs commonly found in the market place, are identified and a market value is determined.

Determining job value

The value of a job is determined after market pricing and the point factor method is completed. Careful examination of results at every step will be used to ensure internal and external equitability and fairness.
Scale adjustments
To continue to align with the market, or maintain competitive with other localities, Culpeper County’s general government and public safety pay scales will be adjusted based on a rolling three year average of the consumer price index. Other adjustments may be needed based on yearly evaluation of the market.

Any adjustments will be made, normally, in July of every year. If adjustments are made, it will normally increase the minimum, midpoint and maximum of each pay grade. Adjustments will not affect an employee’s pay, but will be used in the calculation of merit increases. Adjustments will affect the hiring/starting salary guidelines.

Maintenance
Human Resources will conduct an informal review of the pay scales each year. Human Resources will strive to use the same benchmark jobs and list of competitors. Culpeper County will compare its pay plan mainly to the following counties: Orange, Spotsylvania, Fauquier, Albemarle, Stafford, Madison, and Prince William. Other localities may be used as it is deemed necessary.

Yearly changes may be recommended to the pay scales after the informal review is completed, and after adjustment of the CPI. A formal review must be completed every three years.

Base Salary/Hourly Rate
Each employee will be paid a base salary or hourly rate. This does not include shift differentials, overtime, benefits, incentives, uniform allowance or any other pay element.

The base salary/hourly rate will be a reflection of the person’s performance and some reflection of how long the person has been employed in a job. Employees who are new to a job, who are learning and those who are not yet performing at an acceptable level will generally be paid in the lower portion of the pay range. Conversely, those who are consistently outstanding performers and who are very experienced in their role should normally be paid in the upper portion of their pay range. These descriptions provide a general guideline and indicate a concept of where people should be paid over time.

In all cases, an individual will not be paid below the minimum of the pay grade. An individual who is employed in a seasonal/temporary job will not be paid below the federal minimum wage. A pay adjustment will be made immediately, or at the next budget cycle if it is discovered that an employee is paid below the minimum.

Normally, employees will not be paid above the maximum range of a pay grade. Salaries above the maximum of a pay range must be approved by the County Administrator or designee.

Starting Salaries/Rate of Pay
An individual’s base starting salary/rate of pay will be determined by the pay range for the job that has been accepted. The starting salary will be based on the individual’s knowledge, experience and skills. All Department Heads should refer to the Starting Salary Guidelines and Scale to determine a starting salary or rate of pay for all new hires, and for any employee who is moving from one job to another.

When negotiating a starting salary, each Department Head must follow the guidelines and scale. A Department Head should also take into consideration the current salaries of the employees within the department so that equity and fairness is maintained. Any request above the 1st quartile must be submitted to the Human Resources Department for review and compliance before offering the salary to the potential new hire, or current employee.
Starting Salary Guidelines:

<table>
<thead>
<tr>
<th>First Quartile of Pay Scale</th>
<th>Second Quartile of Pay Scale (up to midpoint)</th>
<th>Third Quartile of Pay Scale</th>
<th>Fourth Quartile of Pay Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual <strong>Meets</strong> the Minimum Requirements of the Position.</td>
<td>Individual <strong>Exceeds</strong> the Minimum Requirements of the Position by Offering Additional Experience, Knowledge or Skill Levels.</td>
<td>Individual is an <strong>Expert</strong> in All Criteria of the Job, and has Broad Knowledge of Related Areas.</td>
<td>Will not be offered</td>
</tr>
</tbody>
</table>

**Merit Increases**

Employees are eligible to receive a pay increase based on their individual performance. Pay increases are granted, if earned and if funding is available, normally in July of every year and as determined by the Personnel Management Plan.

Culpeper County does not award a pay increase to employees who are not meeting the performance expectations of their job. Culpeper County does not award a pay increase to employees who are new to a job. An employee must be employed in a job (new hire, demotion, promotion, transfer) for at least 6 months before being granted a pay increase. This time period may be longer for new hires if the probationary period is longer. Exceptions may be made if an employee who has moved (demoted, promoted, or transferred) from one job to another that is very similar to their former job and is requested by the Department Head.

All merit increases will be based on the outcome of a completed performance evaluation that is submitted to the Human Resources Department. An employee will not receive a pay increase if a performance evaluation is not submitted.

Individuals who are employed in a temporary/seasonal job will not receive merit increases. Instead they may receive a pay increase, if any, based on Department Heads judgment.

**Potential Pay and/or Job Duty Changes**

This list of potential pay changes is a general list and may be updated periodically.

**Job Evolution**

Jobs can evolve over time. Changes in tools and technology, or departmental policies can affect the way employees perform their jobs. These types of changes affect everyone and will normally not result in a change in compensation.

**Job Growth within current position**

Job growth can occur when a supervisor asks an employee to take on additional tasks or increase his/her scope of responsibility. This may be a permanent or temporary change to the job. Such change and/or growth can occur – to an extent – without a change to the grade of a job.

If the position’s duties have grown to the point where a Department Head feels that job should be re-graded, then the Department Head should contact the Human Resources Department. Depending on the nature of the changes, and the result of the point factor evaluation, a Department Head may request that the Personnel Committee approve the request. Jobs will not be re-graded for the purpose of rewarding employees for performance or to correct perceived salary inequities. Jobs that are re-graded will affect each person employed in the job and will receive an increase up to at least the minimum of the new pay scale, but no more than 1st quartile of the pay scale.
If the additional tasks and/or responsibilities (temporary or permanent) do not significantly affect the essential functions of a job and/or a significant change in the point factor evaluation score, a Department Head cannot request that a job be re-graded. Instead, a Department Head may request that an employee be offered a pay increase in increments of $500.00 up to $5,000.00. The amount of the increase will depend on the additional tasks and/or responsibilities assigned. Small additional tasks will not warrant a pay increase, but the following actions will be considered:

* Temporary assignment of additional job duties due to a vacancy within the department
* Assignment of additional duties and or responsibilities due to a department reorganization
* Additional tasks assigned to a job and/or department as a result of an organization and/or department Initiative
* All increases must be within the Department’s budget and may be requested during the budget process.

**Lateral Transfer**

A lateral transfer occurs when an employee moves from one job into another job in the same pay grade. An employee's starting salary in the new job will be based on the new hire salary guidelines. For example if an employee is currently paid in the 1st quartile of the grade, and meets the minimum qualifications of the job, then the employee will not receive a pay increase.

**Promotion**

A promotion occurs when an employee moves from a job in one grade to a job in a higher grade. An employee’s starting salary in the new job will be based on the new hire salary guidelines. For example, if the employee exceeds the minimum qualifications of the job, then the employees may receive an increase up to the midpoint of the new pay scale. If the employee is paid higher than the midpoint of the new pay scale, then the employee may receive up to a 5% increase.

**Demotion**

A demotion occurs when an employee moves from a job in one grade to a job in a lower grade. An employee’s starting salary in the new job will be based on the new hire salary guidelines and may result in a pay reduction.

**Acting/Interim Appointments**

In order to promptly cover supervisory positions within the organization, an employee may be appointed to fill the position on a temporary basis. Employees who are given an appointment to a higher grade may receive a temporary increase in pay for the new assigned responsibilities. The pay increase will be no less than the minimum of the pay grade for the job. If the employee is currently making more than the minimum of the pay range, he/she may receive an adjustment of no more than 20% of current salary. When the acting/interim period is completed, the salary adjustment will be removed.

**Other Adjustments**

There may be rare cases when, after an objective examination, shows that an employee is paid inappropriately low. This may occur when a job description is seriously out of date, a job has been incorrectly evaluated, pay compression or inequity is identified, or an employee’s pay is not relative to others in similar jobs, performance and tenure. In these rare instances, a Department Head must work with Human Resources to determine the necessary adjustment. Adjustments are special additions, and are to be used when normal merit increases will not bring the employee up to the proper pay level within a reasonable timeframe.

**Organizational and/or Departmental Pay Initiatives**

Information Technology (IT) Liaison

Culpeper County may, after testing and careful selection, identify employees within the organization that may act as an IT Liaison, or a first point of contact for a department or departments to assist in resolving any IT problems before contacting the IT Department. IT Liaisons will receive a yearly pay increase up to $2000.00 depending on the number of departments he/she assists and his/her IT knowledge.
An employee’s ability to assist the IT Department will be reviewed at least annually, but the Director of Information Technology may strip an employee from the designation at anytime.

Personal Growth
While the County encourages personal and professional growth, all jobs are graded and paid based on job content or the essential functions of the job. Employees do not receive a pay increase for acquiring additional certifications, education, etc during the course of their employment. The required certification or education is considered when the job is evaluated and placed in a pay grade. During the course of employment, the county will pay for employees to acquire personal growth opportunities through department’s budget or the tuition reimbursement program.

Emergency Services
The EMS Department currently has two Emergency Medical Technician Position; BLS and ALS. All individuals who are employed in an EMT position will be paid based on the salary scale for each position once the certification level is obtained, and the employee is released by the OMD to practice under the new level. An employee will receive a pay increase based upon the new hire salary guidelines, and all future pay increases will be based on the midpoint of the new salary range. If the employee is paid higher than the midpoint of the new pay scale, then the employee may receive up to a 5% increase.

If an employee obtains and is released to practice at an enhanced certification, he/she will remain at the BLS pay scale but will receive a pay increase equal to 5% increase of his currently salary.

Environmental Services
The Environmental Services Department currently has several levels of Water/Wastewater Treatment Plant Operators. All individuals who are employed in a W/WW Operator position will be paid based on the salary scale for each position once at least one certification level is obtained at the higher level. An employee will receive a pay increase based upon the new hire salary guidelines, and all future pay increases will be based on the midpoint of the new salary range. If the employee is paid higher than the midpoint of the new pay scale, then the employee may receive up to a 5% increase.

Administrative Class Titles & Descriptions

<table>
<thead>
<tr>
<th>Administrative Specialist I</th>
<th>Grade 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Jobs Listed in Class</td>
</tr>
<tr>
<td>Performs routine office duties/tasks</td>
<td>Administrative Specialist I (CJS/SHO)</td>
</tr>
<tr>
<td>Work environment is structured</td>
<td>Assistant to Deputy Clerk</td>
</tr>
<tr>
<td>Varies little from detailed, specific instructions</td>
<td>Deputy Clerk I</td>
</tr>
<tr>
<td>Very minimal decision making</td>
<td>Real Estate Clerk</td>
</tr>
<tr>
<td>Refers most questions and problems to higher levels</td>
<td></td>
</tr>
<tr>
<td>Responsible for performing well defined tasks and responding to others according to specific guidelines</td>
<td></td>
</tr>
</tbody>
</table>
### Administrative Specialist II  
**Grade 13**

<table>
<thead>
<tr>
<th>Description</th>
<th>Jobs Listed in Class</th>
</tr>
</thead>
</table>
| Applies knowledge of duties/assigned tasks | Administrative Specialist II (Finance/Jail)  
Deputy Clerk II  
LIDS Technician |
| Work environment is structured | |
| Typically serves as first point-of-contact for assigned program | |
| Maintains a variety of records | |
| Produces documents related to duties/tasks | |
| May be required to established and maintain a filing system | |
| Applies specific knowledge of work duties/tasks | |
| Direct impact on departments service, customer relations, and operations | |
| Refers some questions and problems to higher levels | |
| Some discretion within established procedures and Guidelines | |

### Administrative Specialist III  
**Grade 14**

<table>
<thead>
<tr>
<th>Description</th>
<th>Jobs Listed in Class</th>
</tr>
</thead>
</table>
| Acts as specialist in assigned department, task area, performing complex technical duties | Administrative Specialist III (Crime Victims/Parks & Recreation/Building)  
Deputy Clerk III  
Public Information Officer  
SHO (Operations/CID/Jail/Sheriff) |
<p>| Performs, leads, or supervises a wide variety of moderate to complex department and operational support duties | |
| Frequent contacts include internal and external customers to gather information or provide information | |
| Significant impact on departments service, customer relations, and operations | |
| May answer complex questions; refers unusual problems to higher levels | |
| Resolves problems and makes recommendations for improvements | |
| Interprets and applies policies, procedures and guidelines | |</p>
<table>
<thead>
<tr>
<th>Administrative Specialist IV</th>
<th>Grade 15</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description</strong></td>
<td></td>
</tr>
<tr>
<td>• Acts as senior specialist in assigned department, task area, performing complex technical duties</td>
<td></td>
</tr>
<tr>
<td>• Performs varies duties/tasks for a high level executive and/or board</td>
<td></td>
</tr>
<tr>
<td>• Comes in contact with highly sensitive, and confidential information</td>
<td></td>
</tr>
<tr>
<td>• Frequent contacts include internal and external customers to gather, provide and clarify information.</td>
<td></td>
</tr>
<tr>
<td>• Significant impact on organization’s service, customer relations, and operations.</td>
<td></td>
</tr>
<tr>
<td>• May answer complex questions; refers unusual problems to higher levels</td>
<td></td>
</tr>
<tr>
<td>• Resolves problems and makes recommendations for improvements</td>
<td></td>
</tr>
<tr>
<td>• May supervise, orient, train others</td>
<td></td>
</tr>
<tr>
<td><strong>Jobs Listed in Class</strong></td>
<td></td>
</tr>
<tr>
<td>Executive Assistant</td>
<td></td>
</tr>
<tr>
<td>Legal Assistant</td>
<td></td>
</tr>
<tr>
<td>Planning Assistant</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Administrative Manager I</th>
<th>Grade 16</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description</strong></td>
<td></td>
</tr>
<tr>
<td>• Plans and coordinates administrative and support services for large departments</td>
<td></td>
</tr>
<tr>
<td>• May supervise administrative activities related to fiscal management, human resources, procurement and other administrative activities</td>
<td></td>
</tr>
<tr>
<td>• May serve as a specialist responsible for gathering facts, analyzing findings, reaching logical conclusions, recommending solutions, and coordinating confidential or highly sensitive projects.</td>
<td></td>
</tr>
<tr>
<td>• Frequent contact with management and staff, general public, government’s officials to plan and coordinate activities.</td>
<td></td>
</tr>
<tr>
<td>• Serves as resource person on administrative policies and procedures</td>
<td></td>
</tr>
<tr>
<td>• Ensures department operates an optimum efficiency</td>
<td></td>
</tr>
<tr>
<td>• May supervise, orient, train others</td>
<td></td>
</tr>
<tr>
<td><strong>Jobs Listed in Class</strong></td>
<td></td>
</tr>
<tr>
<td>Administrative Manager</td>
<td></td>
</tr>
<tr>
<td>(EMS &amp; Env Svc)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Administrative Manager II</th>
<th>Grade 18</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description</strong></td>
<td></td>
</tr>
<tr>
<td>• Applies knowledge of administrative and business principles, practices and procedures</td>
<td></td>
</tr>
<tr>
<td>• Applies knowledge of supervisory and management principles and practices</td>
<td></td>
</tr>
<tr>
<td>Supervises and trains staff</td>
<td></td>
</tr>
<tr>
<td>Supervises the daily operations of the department</td>
<td></td>
</tr>
<tr>
<td>Directs budget preparation and monitors expenditures</td>
<td></td>
</tr>
<tr>
<td>Establishes/approves policies and procedures</td>
<td></td>
</tr>
<tr>
<td>Considerable impact on the effectiveness and credibility of the department</td>
<td></td>
</tr>
<tr>
<td>• May represent the department in matters of significance</td>
<td></td>
</tr>
<tr>
<td><strong>Jobs Listed in Class</strong></td>
<td></td>
</tr>
</tbody>
</table>
Helpful Information Regarding the County’s Responsibilities for Employee Travel Time, On-call time, etc.

<table>
<thead>
<tr>
<th>Type of work</th>
<th>Example</th>
<th>Explanation</th>
<th>Paid</th>
<th>Unpaid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preliminary and Postliminary Work</td>
<td>Clothes changing</td>
<td>If required by the nature of the work</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Preliminary and Postliminary Work</td>
<td>Caring for tools</td>
<td>Part of principal activities</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td></td>
<td>Medical attention</td>
<td>During working hours at the employer's direction</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td></td>
<td>Washing up or showering</td>
<td>If it is required due to the nature of the work</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td></td>
<td>Cleaning and laundering uniforms or other distinctive clothing</td>
<td>Required by the employer</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Waiting Time</td>
<td>On duty</td>
<td>Of short duration and the employee cannot use the time for their own benefit</td>
<td></td>
<td>x</td>
</tr>
</tbody>
</table>
|                                              | Off duty                                       | • Completely relieved from duty and allowed to leave the job
• Relieved until a definite or specified time
• Relieved long enough for employee to use the time effectively for his/her own purpose |      | x      |
|                                              | Required to remain on call on the employer’s premises or so close that he/she cannot use the time effectively for his own purposes | Predominantly for the employer’s benefit |      | x      |
| On-Call Time                                 | Required to leave word at his home or with company officials where he may be reached | • Few geographic restrictions
• Did not specify a response time requirement where he may be
• Actual call-backs were infrequent |      | x      |
<p>| Show up, Call-in, or Reporting Time          | Required to wait 10 to 15 minutes before being advised no work is available | Engaged to wait |      | x      |
| Stand by Time                                | Machinery breakdown                            | Stand by ready for duty                  |      | x      |</p>
<table>
<thead>
<tr>
<th>Type of work</th>
<th>Example</th>
<th>Explanation</th>
<th>Paid</th>
<th>Unpaid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Break Periods</td>
<td>Meal periods</td>
<td>30 minutes or more completely relieved from duty</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td></td>
<td>Rest periods</td>
<td>20 minutes or less</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Sleeping Time</td>
<td>Less than 24-hour “tour of duty”</td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td></td>
<td>24 hours or longer “tour of duty”</td>
<td>Up to eight hours can be excluded</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td></td>
<td>Residing on employer’s premises</td>
<td>Reasonable agreement</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Travel Time</td>
<td>Commute</td>
<td>Home-to-work travel</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td></td>
<td>Travel during the workday</td>
<td>Part of the employer’s principal activity</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td></td>
<td>Call back or emergency calls</td>
<td>Travel a substantial distance</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Out-of-town travel for the day</td>
<td>Traveling for employee’s home to public transportation site (home-to-work travel)</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Traveling for employee’s home or from public transportation site (not ordinary home-to-work travel)</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td></td>
<td>Overnight Travel</td>
<td>Occurs during the employee’s regular working hours (even if travel is on a non-work day)</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Time Spent in Court or Other Legal Proceedings</td>
<td>Related to the principal duties of the worker’s job</td>
<td>Suffered or permitted Benefit of the employer</td>
<td></td>
<td>x</td>
</tr>
</tbody>
</table>
HELPFUL INFORMATION REGARDING:
ON CALL – OVERTIME

1. ON CALL- FOR E911 Schedule- For each Day scheduled for On-Call: Employees receive 2 hours of straight time. If an employee is called into work for a portion or full shift, they will be paid time and half (1.5) for the hours actually worked on the shift for which they were called to report.

EX. Employee is on call on Sunday will receive 2 hours of straight time for the Sunday they are on call. If called into work on that Sunday for 6 hours they will receive 6 hours of pay at their 1.5 hourly rate.

2. OVERTIME -ON CALL/ HALF TIME

   A. ON CALL- FOR ENVIRONMENTAL SERVICES Schedule- For each Day scheduled for On-Call –employees receive half time(.50) for the 8-hr Shift on which they are On Call - If called into work they will be paid time and half (1.5) for the hours actually worked on the shift for which they were called to report.

   B. ON CALL- FOR ANIMAL SERVICES Schedule- For each Day scheduled for On-Call –employees receive half time(.50) for the 8-hr Shift on which they are On Call - If called into work they will be paid time and half (1.5) for the hours actually worked on the shift for which they were called to report.

EX. Employee is on call on Monday and will receive 2 hours of half- time for the Monday they are on call (2 8-hr shifts – from 4pm to 12pm; and 12pm to 8am). If called into work on that Monday for 6 hours they will receive 6 hours of pay at their 1.5 hourly rate.
HELPFUL INFORMATION REGARDING HOLIDAY AND INCLEMENT WEATHER PAY

A. Holiday on a Regularly Scheduled Day to Work

Non-exempt/essential: The employees generally will receive regular holiday pay as if reported to work as usual, plus any hours actually hours worked on the Holiday, if they did in fact report to work. This situation usually arises in the case of employees with the following departments: E911, EMS, ANIMAL SVCS., and ENV.SVCS.

Ex. 8 hrs. Holiday - had to report to work from 12 noon to 5pm: The employee would receive the normal 8 hrs. of Holiday pay plus an additional 5 hrs. of straight time pay or comp time.

Ex. 12 hrs. Holiday: The employee would receive the normal 8 hrs. of Holiday plus an additional 12 hrs. of straight time pay or comp time.

Only the actual hours worked in the week are included in the calculation for overtime in the workweek.

B. Holiday on a Regularly Scheduled Day Off

Holiday on a regularly scheduled day off: These employees would receive 8 hours of straight time pay or comp time.

Ex. For an E911 employee who works a 12 hour shift, and when his/her day off falls on a Holiday, the employee would receive 8 hours of Holiday Pay at the straight time rate. This situation usually only arises in the case of E911.

Ex. For an employee who works an 8 hour shift, and when his/her day off falls on a Holiday, the employee would receive 8 hours of Holiday Pay at the straight time rate or straight time comp time. This situation usually only arises in the case of ANIMAL SVCS., and ENV.SVCS.
C. Part-Time Employees Working on a Holiday

Part-time employees working on a holiday: These employees generally receive their actual hours worked at 1.5 times their regular hourly rate. This situation usually only arises in the case of AIRPORT and ENV.SVCS.

D. Working in Inclement Weather - Follows the same procedures as Holiday.
Please see Forms CC 18 through 24 for the:

General County Government Pay Scale
(Form CC 18)
General County Government Starting Salary Guidelines
(Form CC 19)
Public Safety Pay Scale
(Form CC 20)
Public Safety Starting Salary Guidelines
(Form CC 21)
Taxable Fringe Benefit Information
(Form CC 22)
List of Department Positions
And Sample Job Description Formatting
(Form CC 23)
Performance Appraisal Form
(Form CC 24)
FORM CC 02
Alternative Work Schedule/Location Request  
(FORM CC 02)  

Name: ___________________________   Date of Request: ___________________
Department: ______________________ Job Title: __________________________

☐ New Request  
☐ Cancellation  
☐ Change

Requested Start Date: ______________  Requested End Date: ________________

Requested Work Schedule/Location: (please complete all applicable sections)

Current workplace:
___________________________________________________________________

Current work schedule:
___________________________________________________________________

Requested alternate location:
___________________________________________________________________

Describe in detail the designated work area at the alternate work location:
___________________________________________________________________
___________________________________________________________________

Requested Work Schedule/Location:

<table>
<thead>
<tr>
<th></th>
<th>Work Location (if applicable)</th>
<th>Starting Time</th>
<th>Meal/Other Break</th>
<th>Ending Time</th>
<th>Total Work Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuesday</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wednesday</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Thursday</td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>Friday</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Saturday</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sunday</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Weekly Hours

Benefits of proposed alternate work schedule/location:
___________________________________________________________________
___________________________________________________________________

Potential problems/suggested solutions of proposed alternate work schedule/location:
___________________________________________________________________
___________________________________________________________________
Certification:

1. I understand that I am normally expected to work between the hours selected and/or at the location(s) selected, and that I must maintain a high level of performance and productivity.
2. I agree to limit performance of officially assigned duties within the hours and/or location(s) selected. Failure to comply with this provision may result in a loss of pay, termination of alternate work schedule/location agreement, and/or appropriate disciplinary action.
3. I understand that I may not work unauthorized overtime unless in emergency situations. By signing the form, I agree that failing to obtain proper approval for overtime may result in removal from alternate work schedule/location, and/or appropriate action.
4. I understand that I must keep accurate records of work hours and leave used, and must continue to obtain approval of leave requests in accordance with the Personnel Management Plan.
5. I understand that my Department Head or designee has the authority to discontinue, temporarily suspend, and/or modify this schedule at any time.
6. I have received a copy, read, understand, and am in agreement with the Alternate Work Schedule/Location Policy.

Telecommuting Work Request:

1. I agree to protect County borrowed agency equipment and understand that I may be financially liable for any damage caused by improper use of equipment. I understand that the County shall not be liable for any damages caused to non-County, or personal equipment.
2. All County borrowed equipment shall be serviced and maintained by the County at its offices, and I am responsible for servicing and maintaining personal, non-County equipment.
3. I have read the County’s Safe & Healthful Workplace Safety Policy, and certify that the alternate work location is safe and free from hazards.
4. I agree to bring to the immediate attention of my Department Head or designee any accident or injury caused to or by the employee occurring at the alternate work location while performing the official duties of my position.
5. I understand that I am liable for injuries to third persons that occur at the alternate work location.
6. I have completed the Safety Checklist form and returned it to my Department Head or designee before the commencement of telecommuting.

Employee’s Signature: _________________________ Date: _____________________

Approved as requested
Approved with modification
Disapproved (state reason)

Comments: ___________________________________________________________
_____________________________________________________________________

Department Head or Designee: ________________________ Date: _______________
## County issued equipment:

<table>
<thead>
<tr>
<th>Equipment (include model/make and asset tag numbers)</th>
<th>Value of equipment</th>
<th>Date Issued</th>
<th>Expected Return Date</th>
<th>Actual Return Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
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<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Notes:

___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

Employee: _________________________________ Date: ________________

Department Head or Designee: __________________________ Date: ________________
FORM CC 03
Employee name: ___________________________________________________
Department/Agency: ________________________________________________
Supervisor Name: ___________________________________________________
Address: ___________________________________________________________
Telephone: __________________________________________________________

The following checklist is designed to assess the overall safety of the alternate work location. Each participant should read and complete the self-certification safety checklist. Upon completion, the checklist should be returned to the Department head or designee, and a copy provided to the Department of Risk Management.

The alternate work location is located (check one): in home
not in home

Describe the designated work area:
_________________________________________________________________
_________________________________________________________________

To the best of one’s knowledge:

<table>
<thead>
<tr>
<th>Question</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Is the space free of slip/trip/fall hazards?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Are all stairs with four or more steps equipped with handrails?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Is all electrical equipment free of recognized hazards that would cause physical harm (frayed wires, bare conductors, loose wires, flexible wires running through walls)?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Will the building’s electrical system permit the grounding of electrical equipment? Including surge protection for electronic equipment.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Are aisles, doorways, and corners free of obstructions to permit visibility and movement?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Are file cabinets and storage closets arranged so drawers and doors do not open into walkways?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Do chairs have any loose casters (wheels)? Are the rungs and legs of chairs sturdy?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Are the phone lines, electrical cords, and extension wires secured under a desk or alongside a baseboard?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Is the office space neat, clean and free of excessive amounts of combustibles?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Are floor surfaces kept clean, dry, level, and free of worn or frayed seams?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
11. Is your office chair ergonomically correct and have adjustable height, armrest and seat?

_________________________________________________________________

Employee’s Signature  Date ____________________

Acknowledgement of Receipt:  Date ____________________

Supervisor or Designated Agency Representative

Risk Management Review/Comments/Corrective Action

_________________________________________________________________

_________________________________________________________________
FORM CC 04
PERSONAL DEVELOPMENT AGREEMENT
(FORM CC 04)

THIS AGREEMENT, executed in the dates as found below, by and between the COUNTY OF CULPEPER, VIRGINIA, (hereinafter “Employer”) and ____________________________, an employee of the aforementioned Employer, (hereinafter referred to as “Employee”):

WITNESSETH:

THAT in accordance with the terms and conditions herein contained, Employer agrees to reimburse Employee for certain expenses incurred for the course of study identified herein and Employee agrees not to resign from employment for a period of ____________ days, said days being equivalent to thirty (30) days per credit hours of the course expenses being reimbursed. The reimbursement and the time agreement are contingent upon the following:

1. Employee will achieve a rating of satisfactory or a letter grade of “C” or higher, in order to qualify for reimbursement of tuition, books and other training aids required by the course of study.

2. All books, training aids, or other course material reimbursed by the Employer become property of Employer. Employee may use them in the course of employment with Employer, but may not remove them from Employer’s premises upon the severance of the employment relationship.

3. If Employee breaches this Agreement by resigning prior to the above-mentioned days, Employee will repay to Employer the total amount of the reimbursement. Employee agrees that Employer may, at its Employer’s option, withhold said repayment from Employee’s final paycheck. Employee, by signing this Agreement and accepting the reimbursement monies, represents that he or she authorizes said deduction voluntarily and that it has not been made as a condition of continued employment.

4. Employer reserves the right to manage and discipline Employee and may, at its option, terminate the employment relationship with Employee regardless of the terms of this Agreement. Nothing contained herein shall be construed to change the terms of employment from employment at will. Nothing contained herein shall be construed to change the terms of employment from employment at will to terminable for cause or employment any fixed term or duration.

WITNESS the following signatures and seals:
FORM CC 05
Employee name: ____________________________
Department/Agency: ____________________________
Date of Issuance: ____________________________
Issued by: ____________________________

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Signature</th>
</tr>
</thead>
</table>

1. Observations of employee’s conduct. Provide dates, times, etc. (Attach any supporting documentation).

___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

2. Following standards that will be expected of employee in the future.

___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

3. How conduct impacts the work environment.

___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

4. Consequences if the employee fails to meet expectations.

___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

Matter will be reviewed within _______ or upon next occurrence.
Employee comments:

___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

I have read and received a copy of the above statement

Employee’s Signature: ____________________________
Date Signed: ____________________________
REVIEW OF PROGRESS
(form CC 06)

Employee has achieved the required improvement described above and will be re-evaluated again at any point in the future in which performance begins to decline.

Employee has not achieved the required improvement described above. The employee has problems in the following areas:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Suggested Action:
Conduct another review within _______ days/weeks
Progress into formal disciplinary action. Written notice of Disciplinary Action form issued.

Follow up review signatures:

________________________________________
Department Head of Designee
Date: _______________________

________________________________________
Employee
Date: _______________________

152
FORM CC 07
Employee name: _____________________________________________________
Department/Agency: __________________________________________________
Date of Offense(s): ___________________________________________________
Date of Issuance: _____________________________________________________
Inactive Date: _______________________________________________________
Issued by: __________________________________________________________

Section I – Offense


Documentation attached? No Yes #of pages: ________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

Section II – Disciplinary Action

☐ Verbal Warning
☐ Written Warning
☐ Suspension from _________ to _________ Return to work: _________
   (Date)          (Date)                                   (Date)
   Number of days suspended: _____________
☐ Termination _______________
       (Date)

Section III – Circumstances Considered

Describe any circumstances or background information used to reduce or support the disciplinary action.

Documentation attached? No Yes #of pages: ________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

Issued by: ________________________________
Name                  Title                   Signature
Section IV  Notice to Employee

(Sample) It is expected that the situation described above will be corrected immediately. In the event this situation is not corrected, or another offense occurs, you may be subject to further disciplinary action as outlined in the Standards of Conduct Policy.
If you wish to appeal the corrective action noted above, and are eligible, you may do so under the provisions of the County Grievance Procedures.

Section V – Employee Signature

I acknowledge that prior to this disciplinary action I was notified of the offense and was given an opportunity to explain my actions including any mitigating circumstances. I also understand that my signature does not imply agreement or disagreement with this disciplinary action, but only acknowledges that I have received this notice.

If you refuse to sign, the Department Head or designee within the department will be asked to initial the form indicating that you were given an opportunity to explain your actions, and that you have received a copy of this form:

☐ Employee refused to sign/unavailable to sign   Initials: ____
FORM CC 08
WORKPLACE HARASSMENT COMPLAINT FORM
(FORM CC 08)

Employee name: _____________________________________________________

Department/Agency: __________________________________________________

Position: ____________________________________________________________

Name of person(s) committing the harassment, and their positions with the County, if known:
___________________________________________________________________
___________________________________________________________________

Describe the specific nature of the harassment, including helpful details such as dates and times, locations, etc.:
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

When did the harassment begin?
___________________________________________________________________

Has the harassment stopped?
___________________________________________________________________

Has any employment action (demotion, failure to promote, dismissal, refusal to transfer, etc) been taken against you, or threatened, as a result of the harassment? If so, please describe the action taken:
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

Have any employment opportunities (promotion, increase in salary, potential transfers, perquisites) been offered or denied as a result of the harassment? If so, please describe:
___________________________________________________________________
___________________________________________________________________

Have any threats been made against you as a result of the harassment? If so, please describe the threats:
___________________________________________________________________

___________________________________________________________________
List all witnesses, if any, to the harassment. Please share their positions with the County, if known. If any witnesses were members of the public or individuals not employed with the County, please provide their contact information, if known:

___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

Have you previously reported this harassment? If so, when and to whom? Please attach any copies of any reports of harassment you may have made in writing or via email.

___________________________________________________________________
___________________________________________________________________

Employee’s Signature     Date
FORM CC 09
GRIEVANCE COMPLAINT FORM
(FORM CC 09)

Step 1 - COMPLAINT

Employee name: _____________________________________________________
Last four SSN: _______________________________________________________
Date of Hire: ________________________________________________________
Department/Agency: __________________________________________________
Job Title/Position: ____________________________________________________

Date Grievance Occurred:______________________________________________

The issues are (use attachments if necessary):
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

The facts supporting this are (use attachments if necessary):
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

The relief I want is (use attachments if necessary):
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

________________________     __________________
Employee’s Signature      Date

Grievances must be presented or mailed to the immediate supervisor within 20
calendar days from the date the employee knew or should have known of the
event that forms that basis of the grievance.
Check if you decided not to present this to your immediate supervisor because (check one):

- Department Head issued the discipline/action
- Discrimination or Retaliation by Immediate Supervisor

Date Received: ____________________________

Response (use attachments if necessary):
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

Immediate Supervisor’s Signature
Date: ____________________________

Telephone No.: ___________ (______) - ext.

Date Received: ____________________________

Employee’s response (check one):

- I conclude my grievance and am returning it to the Human Resources Office.
- I advance my grievance to the third step.

Employee/Immediate Supervisor Response:

- I want the County Administrator to determine whether I have access to the grievance procedure.
  Date: ______________ Signature: ___________________

- I want the County Administrator to determine if the complaint/relief is grievable (use attachments if necessary).
  Date: ______________ Signature: ___________________

Employee’s comments (optional - use attachments if necessary):
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

Employee’s Signature ____________________________ Date ____________________________
FORM CC 11
Step 3 – DEPARTMENT HEAD  
(FORM CC 11)

I am alleging retaliation and/or discrimination; therefore I am requesting (check one):
  □ The County designate someone else to be the 3rd step respondent.  
  □ The grievance proceed to step 4.

Date of Meeting: __________________________

Third Step Respondent (if requested by the employee): _______________________

Response (use attachments if necessary):
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

____________________________________
Department’s Head’s Signature
Date: _______________________________

Telephone No.:____________ (______) - ext.

Date Received: ____________________

Employee’s response (check one):
  □ I conclude my grievance and am returning it to the Human Resources Office.  
  □ I advance my grievance to the fourth step.

Employee/Immediate Supervisor Response:
  □ I want the County Administrator to determine if the complaint/relief is grievable (use attachments if necessary).
    Date: _____________ Signature: ___________________

Employee’s comments (optional - use attachments if necessary):
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

________________________     __________________
Employee’s Signature      Date
FORM CC 12
Date Received: __________________________

Fourth Step Respondent (as designated by County Administrator): ______________

Response (use attachments if necessary):
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

County Administrator’s or designees Signature
Date: ____________________________
Telephone No.: ___________ (______) - ext.

Date Received: ____________________________

Employee’s response (check one):
☐ I conclude my grievance and am returning it to the Human Resources Office.
☐ I advance my grievance to a panel hearing or hearing officer.

Employee’s comments (optional - use attachments if necessary):
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

Employee’s Signature _________________________ Date _______________________

NOTE: The employee is responsible for having the grievance delivered to the proper person within ten calendar days.
FORM CC 13
DESIGNATION OF STEP 5 PROCEEDING
PANEL or HEARING OFFICER
(FORM CC 13)

Date Received: ____________________

This is to notify you that the Step 5 grievance shall be heard by:

☐ Panel
☐ Hearing Officer

____________________________________
County Administrator’s or designee’s Signature
Date: _______________________________
Telephone No.: ____________ (______) - ext.

NOTE: County Administrator must elect designation within 7 calendar days of request for grievance to proceed to step 5.

HEARING OFFICER

Date Received: ____________________

Hearing Officer’s Name: ____________________________

Decision of Hearing Officer & Relief Granted (use attachments if necessary):
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

____________________________________
Hearing Officer’s Signature
Date: _______________________________
Telephone No.: ____________ (______) - ext.

NOTE: The hearing officer’s decision shall be rendered no later 7 calendar days following conclusion of the hearing
FORM CC 14
PANEL HEARING
(FORM CC 14)

Date Received: ____________________

Decision of Panel & Relief Granted (use attachments if necessary):
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

Panel Member response (check one):
☐ I agree with the findings
☐ I DO NOT agree with the findings

______________________        _________________
Panel Member’s Signature         Date

Panel Member response (check one):
☐ I agree with the findings
☐ I DO NOT agree with the findings

______________________        _________________
Panel Member’s Signature         Date

Panel Member response (check one):
☐ I agree with the findings
☐ I DO NOT agree with the findings

______________________        _________________
Panel Member’s Signature         Date

Employee’s Signature:      Date

NOTE: The panel’s decision shall be rendered no later 7 calendar days following
conclusion of the hearing
FORM CC 15
DETERMINATION OF GRIEVABILITY
(FORM CC 15)

The ☐ Complaint ☐ Relief you requested ☐s ☐ is NOT grievable under the County’s Grievance Policy.

Reasons (use attachments if necessary):
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

County Administrator’s Signature
Date: _______________________________

Date Received: ____________________

Employee’s response (check one):
☐ I conclude my grievance and am returning it to the Human Resources Office.
☐ I appeal the decision and request the Human Resources Office to forward the grievance record to the Culpeper County Circuit Court.

Employee’s comments (optional - use attachments if necessary):
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

________________________     __________________
Employee’s Signature      Date

NOTE: Determination of grievability must be rendered within 10 calendar days from date of request.
APPOINTMENTS TO GRIEVANCE PANEL
(FORM CC 16)

County Administrator Panel Member

Name of Panel Member: ________________________________

Contact Information: __________________________________________________

___________________________________   __________________

County Administrator or designee signature             Date

NOTE: The first panel member must be chosen within 7 calendar days of receipt of request for a hearing.

Grievant Panel Member

Name of Panel Member: ________________________________

Contact Information: __________________________________________________

___________________________________   __________________

Grievant’s signature                     Date

NOTE: The second panel member must be chosen within 7 calendar days following the County’s Administrator’s appointment to the panel.

Third Panel Member

Name of Panel Member: ________________________________

Contact Information: __________________________________________________

□ An agreement cannot be reached on the Third Panel member; therefore, we request that the Chief Judge of Culpeper Circuit Court select the third panel member.

___________________________________   __________________

1st Panel Member signature                   Date

___________________________________   __________________

2nd Panel Member signature                   Date

NOTE: The third panel member must be chosen within 20 calendar days following the employee’s appointment to the panel.
Chief Judge of Culpeper County Circuit Court

Name of Panel Member: ________________________________

Contact Information: __________________________________________________

___________________________________   __________________
Chief Judge’s signature                    Date
Printed Name: ______________________
1. County Administrator

2. County Attorney

3. Department Heads, to include but not limited to:
   Airport Manager
   Building Official
   Finance Director
   Human Resources Director
   Director of Animal Services
   Economic Development Director
   Director of Procurement & Communications
   Director of Information Technology
   Emergency Services Director
   E911 Director
   Director of Crime Victims
   Options Director
   Director of Parks & Recreation
   Environmental Services Director
   Director of Planning & Zoning
   Director of Criminal Justice Services
   Youth Network Director
   Real Estate Assessor
   Temporary, limited term or seasonal positions
   Grant funded positions to the extent the grievance is not related to grant funding, grant terms and conditions, and/or appropriation
FORM CC 18
FORM CC 19
FORM CC 21
<table>
<thead>
<tr>
<th>Overall Rating Range</th>
<th>Description</th>
<th>Definitions</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 through 1.49</td>
<td>Unacceptable</td>
<td>May consider termination. Needs correction ASAP.</td>
</tr>
<tr>
<td>1.5 through 2.49</td>
<td>Needs improvement w/in set time frame</td>
<td>Performance improvement plan should be attached.</td>
</tr>
<tr>
<td>2.5 through 3.49</td>
<td>Proficient</td>
<td>Fully meeting standards for task or position.</td>
</tr>
<tr>
<td>3.5 through 4.49</td>
<td>Very Proficient</td>
<td>Consistently exceeds expectations. Above Average.</td>
</tr>
<tr>
<td>4.5 through 5</td>
<td>Exceptional</td>
<td>Work effort routinely near perfection.</td>
</tr>
</tbody>
</table>

This evaluation has been conducted by the supervising employee utilizing the job description's essential duties and performance indicators as a guideline to performance. The ratings have been based on the supervising employee's observed and documented assessments of the performance of the individual being evaluated. Signatures by the employee being evaluated only indicate that the evaluation has been covered with the employee, not necessarily agreement with the content therein. Signature of the Human Resources Manager indicates that the evaluation has been reviewed and deemed to have been completed in accordance with policies concerning the evaluation of job performance in the County of Culpeper.

Human Resources or County Administrator: Date

Supervising Employee/Agency/Department/Division Head: Date

Employee: Date
### RATING SCORES AND DEFINITIONS

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Unacceptable</td>
<td>Requires immediate correction.</td>
</tr>
<tr>
<td>2</td>
<td>Requires improvement w/in set time frame</td>
<td>Not consistently at standards. Plan for performance improvement needed.</td>
</tr>
<tr>
<td>3</td>
<td>Proficient</td>
<td>Fully meeting expectations for task or position. Fully satisfactory.</td>
</tr>
<tr>
<td>4</td>
<td>Very Proficient</td>
<td>Consistently exceeds expectations /standards. Expend extra discretionary effort.</td>
</tr>
<tr>
<td>5</td>
<td>Exceptional</td>
<td>Work effort routinely approaches perfection.</td>
</tr>
</tbody>
</table>

### PERFORMANCE INDICATORS

<table>
<thead>
<tr>
<th></th>
<th>Weight</th>
<th>Score</th>
<th>Weighted Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knowledge</td>
<td>13%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>How well does employee demonstrate understanding of job?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quality</td>
<td>12%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>How accurate, organized and complete is work performed?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quantity</td>
<td>7%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>How much satisfactory work is consistently turned out?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reliability</td>
<td>8%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>How consistent is employee at working productively?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Initiative and enthusiasm</td>
<td>9%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>How well does employee begin assignments without being directed to do so?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Creativity / Innovation</td>
<td>9%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does employee identify and develop new processes or methods for producing optimal results?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Judgement exercised</td>
<td>10%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does employee make decisions within scope of authority and exercise appropriate amount of discretion regarding work tasks?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interpersonal skills</td>
<td>9%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does employee work harmoniously and effectively with peers, supervisors and members of the public?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Organization skills</td>
<td>7%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>How well does employee manage time and work flow to ensure timely and accurate work product? Is work space organized so someone else could step in and perform the job if needed?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to learn and progress</td>
<td>9%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does this employee have ability to grasp new ideas, concepts and/or procedures quickly, and demonstrate ability to retain what is learned? Is employee willing to teach/train others?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Customer Service</td>
<td>7%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does employee effectively answer customer inquiries, provide information and other services requested and demonstrate concern for the image of the County and its departments?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Organizational objectives

### SUPERVISORY SKILLS: OPTIONAL. MAY OR MAY NOT BE APPLICABLE.

<table>
<thead>
<tr>
<th></th>
<th>Weight</th>
<th>Score</th>
<th>Weighted Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leading</td>
<td>0%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>How effective is employee in obtaining and maintaining respect, enthusiasm and team spirit within department?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff Development and Coaching</td>
<td>0%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>How effectively does the employee communicate expectations with staff and provide direction for staff development?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Policy Formation / Implementation</td>
<td>0%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>How skilled is employee in developing departmental policies and implementing them consistently and fairly?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Delegating</td>
<td>0%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>How effectively does employee assign work to staff?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Decision Making Skills</td>
<td>0%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>How willing is employee to exercise judgment and authority within scope of job? How consistently effective are decisions?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total. Weights must total 100%. Multiply weights x scores, then add. 100% 0 0.000
COMPLAINT RECEIVED
REGARDING USE/OPERATION OF
CULPEPER COUNTY VEHICLE
(FORM CC 25)

I. TO BE COMPLETED BY PERSON RECEIVING THE CALL:

1. Name and phone number of citizen making complaint:
   ________________________________________________________________
   ________________________________________________________________
   □ Caller expressed desire to remain anonymous.

2. Date of Occurrence: _____________________________________________

3. Vehicle Number: ________________________________________________

4. License Plate Number: ___________________________________________

5. Vehicle Description: _____________________________________________

6. Department/Division Vehicle Assigned to: ___________________________

7. Description of Driver (if given):
   ________________________________________________________________

8. Location of Occurrence:
   ________________________________________________________________

9. Nature of Occurrence:
   ________________________________________________________________
   ________________________________________________________________

II. TO BE FILLED OUT BY DEPARTMENT HEAD AND RETURNED TO COUNTY
    ADMINISTRATOR:

1. Name of Employee: ______________________________________________

2. Position: _______________________________________________________

3. Summary of Findings: ____________________________________________

4. Action Taken (if any) by Department Director:
   ________________________________________________________________
   ________________________________________________________________

   Signature of Department Director: _________________________________
   Date: ____________________
# Leave Accrual Tables

Departments who do not utilize the County's leave accrual system

## Sheriff's Office

<table>
<thead>
<tr>
<th>Years Service</th>
<th>Vacation Accrual (hours per month)</th>
<th>Max Vac Accrual (hours)</th>
<th>Sick Accrual (hours per month)</th>
<th>Max sick Accrual</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 5</td>
<td>8.00</td>
<td>192</td>
<td>8.00</td>
<td>No limits</td>
</tr>
<tr>
<td>5 – 10</td>
<td>10.00</td>
<td>240</td>
<td>8.00</td>
<td>No limits</td>
</tr>
<tr>
<td>10 – 20</td>
<td>12.00</td>
<td>240</td>
<td>8.00</td>
<td>No limits</td>
</tr>
<tr>
<td>Over 20</td>
<td>14.00</td>
<td>240</td>
<td>8.00</td>
<td>No limits</td>
</tr>
</tbody>
</table>

## Library

<table>
<thead>
<tr>
<th>Years Service</th>
<th>Vacation Accrual (hours per month)</th>
<th>Max Vac Accrual (hours)</th>
<th>Sick Accrual (hours per month)</th>
<th>Max sick Accrual</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 5</td>
<td>8.00</td>
<td>192</td>
<td>8.00</td>
<td>No limits</td>
</tr>
<tr>
<td>5 – 10</td>
<td>8.50</td>
<td>204</td>
<td>8.00</td>
<td>No limits</td>
</tr>
<tr>
<td>10 – 20</td>
<td>10.00</td>
<td>240</td>
<td>8.00</td>
<td>No limits</td>
</tr>
<tr>
<td>Over 20</td>
<td>14.00</td>
<td>336</td>
<td>8.00</td>
<td>No limits</td>
</tr>
<tr>
<td>Director only</td>
<td>13.33</td>
<td>320</td>
<td>8.00</td>
<td>No limits</td>
</tr>
</tbody>
</table>

## Department of Human Services (1.00 FTE)

<table>
<thead>
<tr>
<th>Years Service</th>
<th>Vacation Accrual (hours per month)</th>
<th>Max Vac Accrual (hours)</th>
<th>Max Vac Yearly rollover (hours)</th>
<th>Sick Accrual (hours per month)</th>
<th>Max sick Accrual</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 5</td>
<td>7.50</td>
<td>180</td>
<td>45</td>
<td>9.40</td>
<td>No limits</td>
</tr>
<tr>
<td>5 – 10</td>
<td>9.40</td>
<td>225</td>
<td>45</td>
<td>9.40</td>
<td>No limits</td>
</tr>
<tr>
<td>10 – 15</td>
<td>11.25</td>
<td>270</td>
<td>45</td>
<td>9.40</td>
<td>No limits</td>
</tr>
<tr>
<td>15 – 20</td>
<td>13.13</td>
<td>315</td>
<td>45</td>
<td>9.40</td>
<td>No limits</td>
</tr>
<tr>
<td>20 – 25</td>
<td>15.00</td>
<td>360</td>
<td>45</td>
<td>9.40</td>
<td>No limits</td>
</tr>
<tr>
<td>Over 25</td>
<td>16.90</td>
<td>405</td>
<td>45</td>
<td>9.40</td>
<td>No limits</td>
</tr>
</tbody>
</table>

## Department of Human Services (.80 FTE)

<table>
<thead>
<tr>
<th>Years Service</th>
<th>Vacation Accrual (Hrs per month)</th>
<th>Max Vac Accrual (Hours)</th>
<th>Sick Accrual (Hrs per month)</th>
<th>Max sick Accrual</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 5</td>
<td>6.00</td>
<td>180</td>
<td>7.52</td>
<td>No limits</td>
</tr>
<tr>
<td>5 – 10</td>
<td>7.52</td>
<td>225</td>
<td>7.52</td>
<td>No limits</td>
</tr>
<tr>
<td>10 – 15</td>
<td>9.00</td>
<td>270</td>
<td>7.52</td>
<td>No limits</td>
</tr>
<tr>
<td>15 – 20</td>
<td>10.5</td>
<td>315</td>
<td>7.52</td>
<td>No limits</td>
</tr>
<tr>
<td>20 – 25</td>
<td>12.00</td>
<td>360</td>
<td>7.52</td>
<td>No limits</td>
</tr>
<tr>
<td>Over 25</td>
<td>13.52</td>
<td>405</td>
<td>7.52</td>
<td>No limits</td>
</tr>
</tbody>
</table>

## Department of Human Services

### Headstart Teachers & Teacher Assistants

#### 1.00 FTE

<table>
<thead>
<tr>
<th>Years Service</th>
<th>Annual Leave (hours)</th>
<th>Years Service</th>
<th>Annual Leave (hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 5</td>
<td>7.50</td>
<td>0 – 5</td>
<td>6.00</td>
</tr>
<tr>
<td>5 – 10</td>
<td>9.40</td>
<td>5 – 10</td>
<td>7.50</td>
</tr>
<tr>
<td>10 – 15</td>
<td>11.25</td>
<td>10 – 15</td>
<td>9.00</td>
</tr>
<tr>
<td>15 – 20</td>
<td>13.13</td>
<td>15 – 20</td>
<td>10.50</td>
</tr>
<tr>
<td>20 – 25</td>
<td>15.0</td>
<td>20 – 25</td>
<td>12.00</td>
</tr>
<tr>
<td>Over 15</td>
<td>16.9</td>
<td>Over 25</td>
<td>13.50</td>
</tr>
</tbody>
</table>
VEHICLE, EQUIPMENT, AND PROPERTY CLAIMS PROCEDURES
(Form CC 27)

Where an incident occurs whereby a County vehicle, piece of equipment, other property etc. is damaged or destroyed, the following is a general summary of the claims procedures to which employees and other users of County-property must take notice.

The County employee or user in actual or constructive possession of the vehicle, equipment, or other property should immediately, or as soon is practicably possible, notify his chain of command and the Department Head of the damage or loss.

The Department Head should immediately notify the Finance Department.

Once the Finance Department receives notice of the incident, it will request information and documents in the form of a package for submission to insurance company. It is best for the Department Head, and/or his/her designee, to submit the claim, as a package to the Finance Department, rather than rolling submissions of individual pieces of information or documents. Informational note: There are some departments that inherently have more exposure to the claims process, and know the documents and information that are likely needed to complete the claims package before notifying the Finance Department. Understandably, there are departments that are unfamiliar with the process and/or experience the process very infrequently. It is important to reach out to the Finance Department to determine what information and documents are pertinent to the claim process. Where damages related to an incident exceed $2,500, it is likely it will be necessary to start the process by getting an appraiser on the scene. Please see the below.

Claims packages should include:

- Accident Report/Statement from employee/user – this includes as much information as possible.
  Date; location; time; VIN; make & model of vehicle or equipment; employee’s/user’s information; third party(ies) information, including witness information; etc.
- Photographs of damages
- Estimates – depending on amount of damage,
  o Our present insurer carrier requires only one(1) estimate, if damages are under $1,000
  o If damages are over $1,000 and under $3,500 – two (2) estimates are required.
  o If damages are over $3,500, no estimates are required. VaCorp, the County’s insurance carrier, will assign an appraiser to go to the location of the vehicle, inspect the damages, and assign a value to the work needed for reimbursement payment to the County. Note: The department may then likely be able to choose an auto repair shop (adhering to the County’s Purchasing Resolution) as long as the auto repair shop is able to meet the scope of work to be completed at the
dollar amount indicated within the appraiser’s paperwork. If additional work/damage is identified during the course of repair or otherwise, the appraiser needs to be notified and the additional work approved before being completed.

- After a claims package is completed by the department, it must promptly be sent to Finance Department to submit to the insurance company.

- Thereafter, the insurance company will then notify the Finance Department, if it accepts the claim and the amount that will be reimbursed to the County (which is normally the lowest estimate less the deductible).

- After this notification from the insurance company, the Finance Department will then notify the department to proceed with having the work completed, and the body shop to use, if necessary.

- The Finance Department will also notify the department to submit the invoice as normal through the department’s A/P or to pay with County Credit Card and **ALSO** send a copy of this information to Finance.

- Upon receipt of the copy of the invoice, the Finance Department reconciles to make sure the invoice matches the estimate, less any deductible, and will code the check to the departments GL line to offset the invoice.

- The reimbursement check is given to A/P to match the invoice and for processing on the Transmittal to the Treasurer’s Office for depositing.

- If the invoice and the check, less the deductible, do not match, the necessary steps are taken to investigate and find out why, e.g., was additional work found, completed and not approved, or maybe the invoice was less than anticipated in which case a check for the difference is cut for the overpayment and returned to the insurance company noting the claim number.

- Thereafter, the claim is likely to be closed.
Attention: Use this report to notify the Director of the Finance Office of an injury or incident to residents, visitors, and other third parties that ARE NOT County employees.

Attention: Do not use this form to make a report with regard to County Employees who are injured or involved in an incident/accident. In the instance of injury or an accident involving a County employee, please immediately contact the Human Resources Director to report the injury or accident and to receive the necessary information, procedures, and forms. See also the Personnel Management Plan, Section 14: Workers’ Compensation.

Section I: To be Completed by Person Who is Knowledgeable of Incident:

Name of Person Completing Report: ____________________________ Department: ____________________________
Telephone #: ____________________________ Title: ____________________________
Date of Occurrence: ____________________________ Time of Occurrence: ____________________________
Location of Occurrence: Include street address and building, exact location in or out of building etc.

___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

Narrative/Description of Occurrence – What Happened?
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

WITNESSES: (1) ____________________________ (2) ____________________________
Name & Address: ____________________________
& Telephone: ____________________________
Was anyone Injured? Yes ☐ No ☐
Were the Local Authorities Notified? Yes ☐ No ☐

First Aid Given? (YES/NO) By whom? What?:
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

Sent to Medical Facility? (YES/NO) Who, Medical Facility Location & Address:
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

List Name(s) of Injured and the description of injury:
1. __________________________________________________________________________________________
2. __________________________________________________________________________________________
3. __________________________________________________________________________________________

Injured(s) Address and Telephone Number:
1. __________________________________________________________________________________________
2. __________________________________________________________________________________________
3. __________________________________________________________________________________________

If Applicable, Description of Vehicle, Equipment, or Other Property Involved (year, make, model, vehicle identification number, serial number):
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

195
Estimated Repair Cost: $________ Where can property/vehicle be seen? _______________________

How, in your opinion, could this incident/accident been prevented?
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

Was Property or Vehicle Belonging to Others Damaged? Yes ____ No ____ If yes, complete the information below:

Provide brief description of what property belonging to others was damaged, i.e. fence, mailbox, vehicle:
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

Property Owner’s Name: ______________________________________________________________

Address: ___________________________________________________________________________

Telephone: _________________________ Estimated Cost for Repair: _______________________

In Your Opinion was this Preventable/Non-Preventable?
(Circle One)

________________________________________
Person Completing Form, Signature

______________________________ Date

Provide Photo’s If Available

You must complete this form and send to the Finance Office within 48 hours of incident.

Attn: Director of Finance
302 N. Main Street
Culpeper, VA 22701
vlamb@culpepercounty.gov
fax: 540-727-3460
WITNESS - INCIDENT STATEMENT

GENERAL INFORMATION

<table>
<thead>
<tr>
<th>Person Giving Statement:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td>Address</td>
</tr>
<tr>
<td>City:</td>
<td>State:</td>
</tr>
<tr>
<td>Location of Incident:</td>
<td>Date and Time of Incident:</td>
</tr>
</tbody>
</table>

Please describe what occurred

NARRATIVE OF INCIDENT

____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________

I Give This Statement Of My Own Free Will:

Signature:       Name:       Date:       Time:

Return to the Finance Office, 302 N. Main Street, Culpeper, VA 22701

E-mail: vlamb@culpepercounty.gov  fax: 540-727-3460