

**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN THE COUNTY OF ALBEMARLE, VIRGINIA**  
**AND THE CLERK OF THE CIRCUIT COURT FOR ALBEMARLE COUNTY**

This Memorandum of Understanding (the "Agreement") is made and entered into on the 16<sup>th</sup> day of May, 2016, by and between the County of Albemarle, Virginia (the "County") and the Clerk of the Circuit Court for Albemarle County (the "Clerk");

WHEREAS, the County and the Clerk desire to enter into an agreement setting forth their understanding with respect to compensation, benefits and personnel policies applicable to the employees of the Clerk;

NOW THEREFORE, the parties hereto covenant and agree as follows:

1. Personnel Policies. All Personnel Policies referenced in this Agreement are the personnel policies applicable to Albemarle County classified employees. Personnel Policies shall be referenced as Policy P-(number of policy) for purposes of this Agreement.

2. Employee Status. Individuals employed by the Clerk are, and shall remain, appointees and employees of the Clerk and are not employees of the County. Nothing in this Agreement shall alter or diminish the Clerk's duties and rights with respect to his employees pursuant to Virginia Code §§ 15.2-1603 and 15.2-1604. The Clerk's employees shall not be covered by the County's employee grievance procedure contained in Policy P-03 and remain, in all respects, at-will employees of the Clerk.

3. Compensation. The County and the Clerk agree that employees of the Clerk shall participate and be included in the County's classification and pay plan. The Clerk understands that future compensation increases funded by the Commonwealth of Virginia through the Compensation Board will not be passed automatically to the Clerk's employees because his employees will be covered by the County's pay plan. Notwithstanding the above, compensation for the employees of the Clerk will be no less than the compensation approved by the Compensation Board.

Employees of the Clerk shall be eligible to receive any market rate salary increase that County employees are eligible to receive. An employee of the Clerk shall receive the market rate salary increase upon the Clerk submitting a completed satisfactory performance review to the Human Resources Department pursuant to Policy P-23. The Clerk's employees will not be eligible to receive any additional merit-based salary increase dependent upon the County's performance review process.

4. Benefits. Health insurance, annual and sick leave (except as limited by state law, including Virginia Code § 15.2-1605), insurance protection, tuition assistance repayment, retirement programs, participation in deferred compensation programs, and certain other benefits available to Albemarle County employees shall be available to the employees of the Clerk and governed by the personnel policies and procedures of Albemarle County. However, because employees of the Clerk are not County employees, they will not be included for recognition at the annual Albemarle County employee recognition ceremony.

5. County Personnel System. Without diminishing the Clerk's authority to appoint, hire or discharge his employees, the Clerk agrees that he and his employees will follow the County's personnel policies in force during the period of this Agreement except as otherwise required by law (such as the six-week vacation leave accrual limit imposed by Va. Code § 15.2-1605 for constitutional officer employees) and except as specifically excluded by this section. The Clerk agrees to follow all such policies except the following:

1. Assignment and Transfer (Policy P-38)
2. Employee Reduction in Force Procedures (Policy P-30)
3. Employee Discipline (Policy P-22)
4. Employee Grievance Procedure (Policy P-03)
5. Employee Relations Principles (Policy P-01)
6. Termination of Employment (Policy P-26)

The County agrees to provide assistance and services to the Clerk concerning the personnel matters referenced in this Agreement through its Department of Human Resources and its Finance Department. The Parties agree that the Department of Human Resources shall maintain all documents related to the employment of the employees of the Clerk except for documents related to payroll, which shall be maintained by the County's Finance Department. The Clerk agrees to forward any such documentation to the appropriate County department in a timely fashion.

The Clerk agrees not to fail or refuse to appoint or hire or to discharge any individual, or otherwise to discriminate against any individual with respect to his compensation, terms, conditions or privileges of appointment or employment, because of such individual's race, color, religion, sex, or national origin pursuant to Virginia Code § 15.2-1604 (A). The Clerk agrees to assume all liability if he disregards employment advice provided by the Department of Human Resources. Further, the Clerk agrees that he will conduct all aspects of a prospective employee background check except for a criminal background check. The Department of Human Resources will conduct the prospective employee's criminal background check.

6. Administrative Policies. The Clerk further agrees to comply with all Albemarle County Administrative Policies except AP-1 (Grants Process) and AP-5 (Media Relations).

7. Limitations on Benefits to Clerk. The County and the Clerk agree that only the Clerk's employees shall receive the compensation and benefits as set forth herein. Such compensation and benefits shall be available to the Clerk only to the extent required by applicable State law, such as Va. Code § 15.2-1517(B) regarding group life, accident and health insurance.

8. Holidays. The County and the Clerk acknowledge that the current holiday schedules maintained by the Commonwealth of Virginia and the County are not congruent. The Clerk agrees to have his employees follow the legal holidays recognized by the Commonwealth of Virginia pursuant to Virginia Code §§ 15.2-1605 and 2.2-3300. However, the Clerk shall be subject to the other provisions of Policy P-81 (Holidays).

9. Term of Agreement. This Agreement shall take effect upon the full execution of this Agreement by the Clerk and the County and shall remain in force for the duration of the Clerk's term in office (including terms for which he is re-elected), unless terminated by either party upon thirty (30) days prior written notice. This Agreement may be amended only upon the written agreement of both the Clerk and the County.

CLERK OF THE CIRCUIT COURT FOR ALBEMARLE COUNTY

By: Jon R. Zug Date: 3/23/2016  
Jon R. Zug, Clerk

COUNTY OF ALBEMARLE, VIRGINIA

By: Thomas C. Foley Date: 5/14/16  
Thomas C. Foley, County Executive

Approved as to Form:

John C. Blair II  
County Attorney