



# Albemarle County

## Legislation Details (With Text)

**File #:** 23-438      **Version:** 1      **Name:**  
**Type:** Policy      **Status:** Consent Agenda  
**File created:** 10/8/2023      **In control:** Board of Supervisors  
**On agenda:** 11/1/2023      **Final action:**  
**Title:** Personnel Policy Amendments.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Att.A – P-34 Grievance, 2. Att.B - P-38 Separation of Employment, 3. Att.C - Resolution

Date	Ver.	Action By	Action	Result
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**AGENDA DATE:** 11/1/2023

**TITLE:**

Personnel Policy Amendments

**SUBJECT/PROPOSAL/REQUEST:** Consider amendments to County personnel policies to comply with federal and state laws and best practices

**ITEM TYPE:** Consent Action Item

**STAFF CONTACT(S):** Richardson, Rosenberg, Bessette, Shifflett, Rice

**PRESENTER (S):** N/A

**LEGAL REVIEW:** Yes

**REVIEWED BY:** Jeffrey B. Richardson

**BACKGROUND:** Albemarle County ended the shared service Human Resources (HR) model in Fiscal Year 2023 (FY 23) and approved the formation of a Human Resources Department dedicated to local government operations. Foundational work in establishing a government-focused HR Department includes a full review and revision of all County Personnel Policies, which is now underway. During this review, staff identified opportunities to modernize existing Personnel Policies to align with changes in legislation and public sector best practices.

Under the County Code, personnel policies and amendments are adopted by the Board of Supervisors.

**STRATEGIC PLAN:** Workforce & Customer Service - Recruit & retain engaged public servants who provide quality government services to advance our mission.

**DISCUSSION:** Staff is proposing updates to the following Personnel Policies. The policies have been renumbered, as indicated below, to improve ease of use and accessibility for all County staff. These policies also utilize a new template, which will be used for all future proposed personnel policy updates in an effort to

standardize these policies.

§P-34 Grievance, which was previously § P-03 Employee Grievance Procedures (Attachment A)

§P-38 Separation of Employment, which was previously § P-26 Termination of Employment (Attachment B).

Below is a summary of the proposed changes for each policy:

§ P-34: Added sections for Roles and Responsibilities and Definitions; removed administrative instructions and processes; updated response time between grievance steps to reflect changes in Virginia Code; named department of Human Resources as administrator of the process, rather than the County Executive.

§ P-38: Added sections for Roles and Responsibilities and Definitions; added requirements for providing notice of resignation; added accountability for not returning County property; added provisions for pay for final hours worked; added provisions for rehire eligibility.

**BUDGET IMPACT:** There is no budget impact associated with the proposed adoption of these amendments.

**RECOMMENDATION:**

Staff recommends that the Board adopt the Resolution (Attachment C), to amend personnel policies § P-34 and § P-38.

**ATTACHMENTS:**

A - Proposed § P-34

B - Proposed § P-38

C - Resolution