



Albemarle County

Legislation Details (With Text)

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On agenda: 1/10/2024 **Final action:**
Title: Personnel Policy Amendments.

Sponsors:

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Attachments: 1. Att.A – P-12 Facility Closure, 2. Att.B - P-15 Employee Safety, 3. Att.C - Resolution

Date	Ver.	Action By	Action	Result
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AGENDA DATE: 1/10/2024

TITLE:

Personnel Policy Amendments

SUBJECT/PROPOSAL/REQUEST: Consider amendments to County personnel policies to comply with federal and state laws, best practices, and reflect organizational values

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 HR 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 Personnel Policies listed below with a summary of the proposed changes for each. The revised policies have been renumbered to improve ease of use and accessibility for all staff. The personnel policies utilize a new template in an effort to standardize the appearance of the documents.

§P-12 Facility Closure

Previously § P-66 Coverage Due to Inclement Weather or Emergency (Attachment A), the proposed changes include: added sections for Roles and Responsibilities and Definitions; removed sections pertaining to annual and sick leave usage (this already appears in the County's Holiday and Leave policy).

§P-15 Employee Safety

Is a new personnel policy (Attachment B), created to provide an overarching framework for the County's safety procedures, initiatives, and behavior.

The following personnel policies are proposed to be archived, as they are no longer relevant, as described below.

§P-31 Bloodborne Infectious Conditions

Archive P-31. The policy addressed internal procedures and programming to comply with the County's safety policy and Virginia Occupational Safety and Health regulations. This topic will be included in the County's written safety manual of operational protocols.

§P-32 Hazard Communications

Archive P-32. The policy addressed internal procedures and programming to comply with the County's safety policy and Virginia Occupational Safety and Health regulations. This topic will be included in the County's written safety manual of operational protocols.

§P-35 Staff Health

Archive P-35. The policy covered the manner in which the County, as an employer, utilized the Employee Assistance Program (EAP) for employee relations and disciplinary purposes. This is no longer in practice.

§P-37 Emergency Situation Staffing

Archive P-37. This policy required County staff to follow the regional Continuity of Operations Plan. This plan is no longer in practice. The County is currently creating a modernized Continuity Plan which will contain specific guidelines and procedures for situational staffing.

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 policy § P-12, adopt policy § P-15, and archive policies § P-31, § P-32, § P-35, and § P-37.

ATTACHMENTS:

- A - Proposed § P-12
- B - Proposed § P-15
- C - Resolution