



Albemarle County

Legislation Text

File #: 23-337, **Version:** 1

AGENDA DATE: 9/6/2023

TITLE:

Personnel Policy Amendments - Part 1

SUBJECT/PROPOSAL/REQUEST: To consider amendments to County personnel policies that were formulated to comply with federal and state laws and regulations.

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. During this review, staff identified opportunities to refine existing Personnel Policies to align with changes in legislation. Under the Code of Ordinances, 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.

§P-4 Employee Records= § P-02

§P-86 Family Medical Leave= § P-20

§P-12 Fitness for Duty= § P-22

§P-89 Workers' Compensation= § P-23

§P-91 Americans with Disabilities Act= § P-26

The following proposed policy amendments are the first of a larger initiative to review and modernize County policies and procedures. Staff will bring forward additional policy updates in future Board meetings.

The updates to the newly numbered policies: § P-02, § P-20, § P-22, and § P-23, § P-26 consist of reformatting and standardization of a template that the County will use going forward. Due to the nature of this revision, a mark-up version of the previous policy is not available. There are no substantive changes recommended, other than where law requires. Below is a summary of the proposed changes for each policy.

§ P-02: Added sections for Roles and Responsibilities, guidelines for record destruction in accordance with the Library of Virginia, and litigation holds for pending court cases.

§ P-20: Language separated from the County's Leave Program to create standalone compliance-based policy. Added sections for Roles and Responsibilities and term Definitions.

§ P-22: Added sections for Roles and Responsibilities and Definitions, and separated procedural instructions.

§ P-23: Added a section for Roles and Responsibilities, and separated procedural instructions.

§ P-26: Added language regarding accommodations for service animals due to a legislative change in 2011. It also separates procedural instructions from the policy.

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 F) to amend personnel policies § P-02, § P-20, § P-22, and § P-23, § P-26 as set forth in Attachments A, B, C, D, & E.

ATTACHMENTS:

- A - Clean Version of Proposed § P-02 for Adoption
- B - Clean Version of Proposed § P-20 for Adoption
- C - Clean Version of Proposed § P-22 for Adoption
- D - Clean Version of Proposed § P-23 for Adoption
- E - Clean Version of Proposed § P-26 for Adoption
- F - Resolution