



# Albemarle County

## Legislation Details (With Text)

|                       |  |                      |   |                      |  |
|-----------------------|--|----------------------|---|----------------------|--|
| <b>File #:</b>        | 17-259   | <b>Version:</b>      | 1 | <b>Name:</b>         |  |
| <b>Type:</b>          | Resolution   | <b>Status:</b>       |   | Consent Agenda       |  |
| <b>File created:</b>  | 3/16/2017  | <b>In control:</b>   |   | Board of Supervisors |  |
| <b>On agenda:</b>     | 5/3/2017   | <b>Final action:</b> |   |                      |  |
| <b>Title:</b>         | Personnel Policy Amendments  |                      |   |                      |  |
| <b>Sponsors:</b>      |  |                      |   |                      |  |
| <b>Indexes:</b>       |  |                      |   |                      |  |
| <b>Code sections:</b> |  |                      |   |                      |  |
| <b>Attachments:</b>   | 1. Attach.A PP 22 Resolution, 2. Attach.B PP 26 Resolution, 3. Attach.C PP 60 Resolution, 4. Attach.D PP 91 Resolution |                      |   |                      |  |

| Date | Ver. | Action By | Action | Result |
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|------|------|-----------|--------|--------|

**AGENDA DATE:** 4/5/2017

**TITLE:**

Personnel Policy Amendments

**SUBJECT/PROPOSAL/REQUEST:** Consideration of amending Personnel Policies §§ P-22, P-26, and P-60, and adding § P-91

**ITEM TYPE:** Consent Action Item

**STAFF CONTACT(S):** Walker, Letteri, Kamptner, Blair, Gerome

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

**LEGAL REVIEW:** Yes

**REVIEWED BY:** Douglas C. Walker

**BACKGROUND:** Albemarle County Code § 2-1102 authorizes the Board to amend personnel policies and procedures contained in the Albemarle County Personnel Policy Manual. The most recent major set of amendments to the Personnel Policy Manual occurred in 1993. The Human Resources Department and the County Attorney's Office are conducting a systematic review of all personnel policies and making recommendations to the Board for revisions and updates to the policies.

**STRATEGIC PLAN:** Quality Government Operations: Ensure County government's capacity to provide high quality service that achieves community priorities.

**DISCUSSION:** Personnel Policy § P-22 is amended to establish administrative leave, establish demotion as a possible disciplinary action, clarify suspension as a disciplinary action, and establish a new process for Department heads to use when considering the demotion, suspension, or termination of an employee.

Personnel Policy § P-26 is amended to establish new requirements for employee resignations and to enact a

process for an employee's reinstatement to a position when the employee successfully grieves a termination.

Personnel Policy § P-60 is amended to establish a new procedure to determine entrance rate pay, to enact procedures for determining an employee's rate of pay when an employee moves to a different position within the same pay grade, and to authorize a salary stipend for employees who attain a specific certification or license in a specific skill that is related to, but not required, for the employee's position.

Personnel Policy § P-91 is a new policy that establishes a procedure for employees to request reasonable accommodations pursuant to the Americans with Disabilities Act, and it establishes definitions and exclusions that relate to a reasonable accommodation request.

**BUDGET IMPACT:** There is no budget impact.

**RECOMMENDATION:**

Staff recommends that the Board adopt the attached Resolutions (Attachments A, B, C, and D) to amend Personnel Policies §§ P-22, P-26, and P-60, and to add Personnel Policy § P-91.

**ATTACHMENTS:**

- A - § 22 Resolution
- B - § 26 Resolution
- C - § 60 Resolution
- D - § 91 Resolution