



County of Henrico, Virginia

# INTEROFFICE MEMORANDUM

**TO:** All Department Supervisors

**SUBJECT:** *Personnel Rules and Regulations*

**FROM:** Director of Human Resources

**DATE:** January 7, 2003

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The new version of the *Personnel Rules and Regulations Manual* is now online for your immediate use. The 2003 Rules and Regulations may be found via the Internet or via the Intranet:

[www.co.henrico.va.us/hr/regs/](http://www.co.henrico.va.us/hr/regs/)

<http://virtual.henrico/hr/regs/>

We highly recommend that you bookmark these sites for quick reference. In addition, we are requesting that you discard all current hard copies of the *Personnel Rules and Regulations Manual* and use the current version online.

Employees and Supervisors are also encouraged to use the online Rules and Regulations and to contact the Human Resources Department for policy interpretation.

If you should have any questions regarding the new *Personnel Rules and Regulations Manual*, please contact either Kathy Roach (501-4271 or via e-mail at [ROA@co.henrico.va.us](mailto:ROA@co.henrico.va.us)) or me at (501-4625 or via e-mail at [CAU@co.henrico.va.us](mailto:CAU@co.henrico.va.us)).

George H. Cauble, Jr., SPHR

**REMINDER**

Agency Heads and Key Officials shall insure compliance with these *Personnel Rules and Regulations* within their respective departments. No departmental policy shall supercede these *Personnel Rules and Regulations*.