



County of Henrico, Virginia

INTEROFFICE MEMORANDUM

TO: Agency Heads and Key Officials **SUBJECT:** County *Personnel Rules and Regulations & Reference Manual*

FROM: Director of Human Resources **DATE:** August 9, 2004

The County's Personnel Rules and Regulations Manual and Personnel Reference Manual have been amended effective immediately and may be accessed at the following websites:

- www.co.henrico.va.us/hr/regs/ [Internet]
- <http://virtual.henrico/hr/regs/> [Intranet]

While many of the amendments in the Personnel Rules and Regulations Manual (R & R's) are housekeeping in nature, several changes [found in Sections 4, 8 and 13] are made as a direct result of changes in Federal law, more commonly known as the Fair Labor Standards Act (FLSA), which all organizations are required by law to adhere to. Changes to the FLSA are effective August 23, 2004. While our review of the Federal amendments reveals that required changes to our County policies are negligible, they are, however, necessary. Section 14.11 of the R & R's contains the new County Computer and Information Systems Use Policy which is intended to outline and clarify acceptable employee usage. It is noted that the Personnel Update scheduled to be distributed to all employees with their paychecks on Friday, August 13, 2004 will alert all employees of this new policy.

The Personnel Reference Manual has been completely revised, reformatted and divided into four (4) subsections: *performance appraisal, time reporting, forms, and FMLA/Short term disability* – each divided with its own cover sheet. All pages in this Personnel Reference Manual have been renumbered as well.

As the *Forms* section of the Personnel Reference Manual now states, only the MAPS electronic “online” version of Personnel Action Request Form (P-3) and Notice of Payroll Separation Form (P-10) should be completed and submitted to the Human Resources Department, rather than the old paper forms. Status and confirmation of any requested personnel changes may be done through MAPS – and hard copies of the processed P-3s will no longer be returned to the agency.

Below is a listing of all of the amended pages for the new August revisions to the Personnel Rules and Regulations and Reference Manuals:

Table of Contents:	page iii
Section I:	pages 1-1, 1-2, and 1-4 through 1-9
Section 3:	page 3-1
Section 4:	entire section
Section 6:	pages 6-1 through 6-4
Section 8:	pages 8-3 through 8-5, 8-7 through 8-9, and 8-11 through 8-14
Section 10:	entire section
Section 12:	pages 12-1 and 12-2
Section 13:	page 13-3
Section 14:	pages 14-2 through 14-4, and 14-7 through 14-10

(Continued.....)

Appendix A:..... page A-1
Appendix B:..... pages B-2 and B-10
Personnel Reference Manual:
 Tabbed divider NEW
 Cover sheet NEW
Personnel Reference Manual subsections:


- Performance Appraisal entire section; pages 1 - 55
- Time Reporting entire section; pages 1 - 42
- Forms entire section; pages 1 - 47
- FMLA/STD entire section; pages 1 - 43

For those few hard copy “White policy notebook” versions that are maintained in your department, I am enclosing sufficient sets of replacement pages for you to use to replace the previous, now outdated, pages in your Personnel Rules and Regulations “white notebook”. The amended pages and sections are summarized above for your convenience. Please also note that the three brown tabs that are currently found near the back of your white notebooks may be discarded and replaced with the new single, tabbed divider entitled “Reference Manual” (enclosed). This and the complete re-printed subsections (also enclosed) should be appropriately inserted in your white notebook. Finally, I am enclosing sufficient white notebook replacement “front cover sheets” and “spine replacements” for your departmental white notebook(s).

I encourage all employees and supervisors to continue to use the online versions of the County’s Personnel Rules and Regulations and Personnel Reference Manual and, as always, to contact the Human Resources Department for policy clarification and interpretation.

If you or your staff should have any questions regarding the Personnel Rules and Regulations Manual or the Personnel Reference Manual, please contact either Kathy Roach (501-4271 or via e-mail at ROA@co.henrico.va.us), Joyce Shanko (501-4273 or via e-mail at SHA02@co.henrico.va.us), Jane Klosky (501-4627 or via e-mail at KLO02@co.henrico.va.us), or me at (501-4625 or via e-mail at CAU@co.henrico.va.us).

Lastly, should you still have in your department any of the old Personnel Rules and Regulations “green” 3-ring binders that were discontinued in January of 2003, please discard them immediately.


George H. Cauble, Jr., SPHR

Enclosures

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