County of Henrico, Virginia

INTEROFFICE MEMORANDUM

TO: Agency Heads and Key Officials

SUBJECT: *County Personnel Rules and Regulations*

FROM: Director of Human Resources

DATE: November 19, 2007

The *County's Personnel Rules and Regulations Manual* has been amended effective immediately and may be accessed on the County's Internet [www.co.henrico.va.us/hr/regs/] & Intranet [http://virtual.henrico/hr/regs/] sites.

Below is the amended page and excerpt from the November 2007 revision.

Section	**Page Number**
Section 14.3 E (11)	**Page 14-4** (Examples of Reasons For Dismissal)

Previous:

Conviction: Of a felony, sex offense, offense involving moral turpitude, serious misdemeanor or other related offenses.

Current Revision:

Conviction: Of a felony, sex offense, offense involving moral turpitude, serious misdemeanor or other related offenses, or failure to notify supervisor within 5 calendar days after such conviction.

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

For those limited hard copy "White policy notebook" versions that have been maintained in your department, you may print copies of the updated page from the County's inter/intranet websites should you desire to maintain an up-to-date hard copy within your agency. I am electronically attaching the replacement "cover sheet" and "spine" for your white notebook(s), showing November 2007 as the effective date. Please note that the amended section and page is summarized above for your convenience.

Should you have any questions regarding the *Personnel Rules and Regulations Manual*, please contact either Paula Reid (501-7202 or via e-mail @ REI21@co.henrico.va.us), Kathy Roach (501-4271 or via e-mail at ROA@co.henrico.va.us), Joyce Frank (501-4273 or via e-mail at FRA36@co.henrico.va.us) or me at (501-4625 or via e-mail at CAU@co.henrico.va.us).

George H. Cauble, Jr., SPHR