



County of Henrico, Virginia

INTEROFFICE MEMORANDUM

TO: Agency Heads and Key Officials

SUBJECT: *Revisions to County Personnel Rules and Regulations*

FROM: Director of Human Resources

DATE: October 22, 2008

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/].

Below is a listing of the amended pages for the new November 2008 revisions. Some of the pages are amended due solely to pagination.

<u>Section</u>	<u>Page Number</u>
Table of Contents	Page iv (Titling of Appendix E to Henrico County Employee Grievance Procedure)
Section 1:	Pages 1-2→1-9 (Some definitions amended)
Section 4:	Pages 4-5→4-6 (Compensatory Leave)
Section 5:	Page 5-1 (Personnel Complement Redefined)
Section 8:	Pages 8-1→8-3, 8-5→8-6, 8-8, 8-10, 8-12→8.13 (Miscellaneous Changes)
Section 9:	Pages 9-1→9-3 (New Employee Orientation)
Section 10:	Pages 10-1→10-3 (Dismissals)
Section 12:	Page 12-3 (Health care coverage for Permanent Part-time Employees working less than 30 hours)
Section 13:	Pages 13-1→13-3 (Eligibility for Merit Increase)
Section 14:	Pages 14-5, 14-9→14-10 (Secondary Employment; Computer Use)
Section 15:	Page 15-10 (Housekeeping)
Appendix D	Pages D-1 (Schools to County Transfers)
Appendix E	Pages E-1→E-10 (Changes to Employee Grievance Procedure and Request for Grievance Hearing Form)

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 pages 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 2008 as the effective date. Please note that the amended sections and pages are briefly 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).



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