



County of Henrico, Virginia

## INTEROFFICE MEMORANDUM

**TO:** Agency Heads and Key Officials and  
Departmental Supervisors

**SUBJECT:** *Revisions to County Personnel  
Rules and Regulations*

**FROM:** Director of Human Resources

**DATE:** November 28, 2011

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The *County's Personnel Rules and Regulations Manual* has been amended effective immediately and may be accessed on the County's Internet <http://www.co.henrico.va.us/hr/regs.html> site.

Attached is a detailed listing of the amended pages for the new November 2011 revisions. Many of the pages are amended due solely to pagination. For those amendments that are more significant in nature, please see the attachment which provides you with more details in capturing a snapshot of the previous *and* newly revised version.

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

For those limited hard copy "White policy notebook" versions that have been maintained in your agency, you may print copies of the updated pages from the County's internet website 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 2011 as the effective date.

Should you have any questions regarding *Personnel Rules and Regulations*, please contact:

Joyce Frank (501-4273) or via e-mail at [FRA36@co.henrico.va.us](mailto:FRA36@co.henrico.va.us)  
Paula Reid (501-7202) or via e-mail at [REI21@co.henrico.va.us](mailto:REI21@co.henrico.va.us)

Paula G. Reid, PHR

Attachments

### REMINDER

*Agency Heads and Key Officials shall ensure compliance.  
No departmental policy or practice shall supersede Henrico County's Personnel Rules and Regulations*