



**COUNTY OF PRINCE GEORGE**  
**Human Resources Department**  
P.O. Box 68  
Prince George, VA 23875  
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*Nancy V. Shaffer*  
*Director of Human Resources*

MEMORANDUM

To: Mr. Percy Ashcraft  
County Administrator

From: Nancy V. Shaffer  
Human Resources Director

Date: February 15, 2018

Re: Personnel Policy Changes

Staff has reviewed the personnel policies related to Orientation, Promotion, Temporary Acting Positions and Occupational Injury/Death and have a recommendation to update those policies effective February 27, 2018. Staff's recommendation is listed below.

**Proposed Changes:**

**Orientation**

Included language to the policy that guarantees the Department Director and Human Resources staff will provide the new employee with knowledge of County operations and ensures that the new employee has been given the necessary resources to fulfill the job responsibilities.

**Promotion**

Staff removed confusing language concerning the practice of filling vacancies by promotion. Staff added language to clarify how the new salary is determined for an employee when a promotion is given.

**Temporary Acting Positions**

To ensure that all employees filling a temporary position are treated equitably, verbiage was added to clarify when a salary increase for serving in the temporary position will be effective.

**Occupational Injury/Death**

Staff brought this policy up to date in accordance with the recently approved Worker's Compensation Policy.

Please place on the Board of Supervisor's agenda the review and adoption of the changes. I am available at your convenience to discuss further.

<b>COUNTY OF PRINCE GEORGE PERSONNEL POLICIES</b>  Prince George, Virginia	<b>POLICY NUMBER:</b> 10.1	Page 1 of 1
	<b>SUPERSEDES:</b>	<b>DATE ISSUED:</b> January 1, 2006
<b>SUBJECT:</b>  Orientation	<b>AUTHORIZATION:</b> Adopted by the Board of Supervisors December 13, 2005; to become effective January 1, 2006	

### 10.1 Orientation

The County recognizes the importance of a sound orientation program so that the employee shall have a clear understanding of their duties, how to perform them, and the relationship to the department and the overall operation of the County Government.

Orientation of a new employee begins with processing by the Human Resources Department and the Department Director and includes:

1. Completion of all hiring forms, History, personal experiences and expectations that come with working for the County.
2. Detailed explanation of benefits and conditions of employment. The Department Director shall assure that the employee is introduced to co-workers and various facilities, the employee has proper supplies and a suitable working area, and the employee becomes familiar with their duties and responsibilities.
3. Accompanying the employee to their area of employment whereby the Department Director shall assure that the employee is introduced to co-workers and various facilities, the employee has proper supplies and a suitable working area, and the employee becomes familiar with their duties and responsibilities. Completion of all hiring forms.
- 3-4. Detailed explanation of benefits and conditions of employment.

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The most important function of the Department Director during this process is to make every attempt to ensure that a new employee is comfortable and familiar with their new surroundings.

<p><b>COUNTY OF PRINCE GEORGE PERSONNEL POLICIES</b></p> <p>Prince George, Virginia</p>	<p><b>POLICY NUMBER: 14.1</b></p>	<p>Page 1 of 1</p>
<p><b>SUBJECT:</b></p> <p>Promotion</p>	<p><b>SUPERSEDES: January 1, 2006</b></p>	<p><b>DATE ISSUED: September 26, 2012</b></p>
<p><b>AUTHORIZATION:</b> Adopted by the Board of Supervisors September 25, 2012; to become effective immediately</p>		

## 14.1 Promotion

~~Departments shall not establish a practice of filling vacancies by promotion.~~ If a vacancy is to be filled by a promotion, such promotion must be approved by the Department Director and the County Administrator before the offer is made to the employee. Opportunity for promotion to a vacant position within the department shall be posted in the department for at least ten work days so that interested employees within the department may apply. These promotions shall be based on merit, and all qualified non-probationary employees within the department shall be considered. ~~If, however, no employees within the department are interested,~~ the vacant position may be posted internally within the entire County provided the Department Director and the County Administrator approve such posting.

Employees who are promoted shall be granted up to a five percent (5%) increase or the minimum level of the new pay grade, whichever is greater.

Employees will be subject to a probationary period as stated in Section 11.4.

<p><b>COUNTY OF PRINCE GEORGE PERSONNEL POLICIES</b></p> <p>Prince George, Virginia</p>	<p><b>POLICY NUMBER:</b> 17.1</p>	<p>Page 1 of 1</p>
<p><b>SUBJECT:</b></p> <p>Temporary Acting Positions</p>	<p><b>SUPERSEDES:</b></p>	<p><b>DATE ISSUED:</b> January 1, 2006</p>
<p><b>AUTHORIZATION:</b> Adopted by the Board of Supervisors December 13, 2005; to become effective January 1, 2006</p>		

## 17.1 Temporary Acting Positions

Appointments in an acting capacity to positions in a higher class shall be approved by the County Administrator.

Employees temporarily reassigned for a period exceeding thirty (30) days to a higher classification level, other than to fill in for annual leave or short-term vacancies for the benefit of the County, shall be granted a five percent (5%) increase or the minimum level of the new pay grade, whichever is greater.

Once the thirty (30) days has been exceeded, the increase will be retroactive to the first day that the temporary assignment began. Regular increases should be granted during the period of reassignment. Should the employee be re-assigned back to the original classification or to another assignment which carries a lower classification level, the pay would be adjusted back to original salary, modified by any merit increases. Should the employee's salary exceed the maximum in the new range, and the reassignment is not for disciplinary reasons, the adjusted salary level of the employee would be frozen, and the employee would continue to be eligible for any merit awards available to general employees.



<b>COUNTY OF PRINCE GEORGE PERSONNEL POLICIES</b>  Prince George, Virginia	<b>POLICY NUMBER:</b> 32.1 through 32.3	Page 1 of 2
	<b>SUPERSEDES:</b>	<b>DATE ISSUED:</b> January 1, 2006
<b>SUBJECT:</b>  Occupational Injury/Death	<b>AUTHORIZATION:</b> Adopted by the Board of Supervisors December 13, 2005; to become effective January 1, 2006	

### 32.1 General Provisions

If an employee is injured, regardless of how minor the injury, the injury shall be reported through the Company Nurse Hotline. ~~Supervisor's Accident/Injury/Illness Report form must be completed and submitted to the County Administrator within two (2) hours of the occurrence, no later than one (1) working day following the accident.~~ Notice of serious injuries, requiring immediate medical attention, should be phoned into the County Administrator's Office reported to the immediate supervisor and later confirmed by the Company Nurse report.

~~In the event that the injured employee is unable to call Company Nurse, # it is the supervisor's responsibility to report the injury to the Company Nurse Hotline prepare and submit the Supervisor's Report of Accident. Under no conditions should the report be prepared by an injured employee.~~

The ~~County Administrator or designee~~ employee shall utilize the current workers' compensation panel of physicians when setting refer the employee and shall set up the initial appointment with the a doctor for regular initial treatment and subsequent treatment, thereafter. The panel physician will need to give the employee a referral to see a different doctor if deemed necessary. ~~however, hospital room emergency treatment may be authorized by the Department Director or immediate supervisor in cases of serious injury.~~

The supervisor must immediately notify the County Administrator's Human Resources Office by emailing hr@princegeorgecountyva.gov when an employee has been transported to an emergency room, since employment verification by the hospital will be made through that office.

~~The County Administrator or designee shall be responsible for filing the Notice of Injury and for all future correspondence relating to the claim.~~ The County Administrator or designee must be notified of any lost time due to the injury. Upon returning to work after an injury, an employee must have a physician's statement releasing him/her to resume duties. The statement must identify if there any restrictions to the employee's duties based on the current job description.

<b>SUBJECT:</b> Occupational Injury/Death	<b>POLICY NUMBER:</b> 32.1 through 32.3	<b>DATE ISSUED:</b> January 1, 2006	Page 2 of 2
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After the injury has been thoroughly investigated by the County or its insurance carrier, the injured employee may be eligible for Worker's Compensation, pursuant to Virginia Statutes. All correspondence shall be maintained in the Human Resources Department. At no time should individual departments receive or maintain any workers' compensation documentation on the injured worker.

### **32.2 Occupational Death**

Subject to the terms of Virginia workers' compensation laws, the survivors or beneficiaries of an employee whose death results from the actual performance of his/her duties may be entitled to accidental death benefits.  
~~If an employee's death results from the actual performance of his/her duty and is not caused by willful negligence on the part of the employee, the survivors or beneficiaries of the employee may be entitled to line of duty accidental death benefits. State law requires that all employees' line of duty injuries or death be covered by Worker's Compensation benefits.~~

### **32.3 Worker's Compensation**

Refer to Section 26, Worker's Compensation Insurance

Board of Supervisors  
County of Prince George, Virginia

Resolution

At a regular meeting of the Board of Supervisors of the County of Prince George held in the Boardroom, Third Floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia this 27<sup>th</sup> day of February, 2018:

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Present:

Alan R. Carmichael, Chairman  
Donald R. Hunter, Vice-Chairman  
Floyd M. Brown, Jr.  
Marlene J. Waymack  
T. J. Webb

Vote:

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On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, which carried unanimously, the following Resolution was adopted:

RESOLUTION; PROPOSED REVISIONS; PRINCE GEORGE COUNTY PERSONNEL POLICY; SECTION 10.01 ENTITLED *ORIENTATION*, SECTION 14.1 ENTITLED *PROMOTIO*, SECTION 17.1 ENTITLED *TEMPORARY ACTING POSITIONS*, AND SECTIONS 32.1 THROUGH 32.3 ENTITLED *OCCUPATIONAL INJURY/DEATH*

WHEREAS the Prince George County Personnel Policy Manual has been reviewed by staff and it has been recommended that the existing policy entitled *Orientation* be reviewed and considered for modification;

WHEREAS the Prince George County Personnel Policy Manual has been reviewed by staff and it has been recommended that the existing policy entitled *Promotion* be reviewed and considered for modification;

WHEREAS the Prince George County Personnel Policy Manual has been reviewed by staff and it has been recommended that the existing policy entitled *Temporary Acting Positions* be reviewed and considered for modification;

WHEREAS the Prince George County Personnel Policy Manual has been reviewed by staff and it has been recommended that the existing policy entitled *Occupational Injury/Death* Sections 32.1 and 32.2 be reviewed and considered for modification;

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George, this 27<sup>th</sup> day of February, 2018 does hereby amend the Prince George County Personnel Policy by revising policies entitled Orientation, Promotion, Temporary Acting Positions, and Occupational Injury/Death be reviewed and approved as requested.

A Copy Teste:

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Percy C. Ashcraft  
County Administrator