

<b>COUNTY OF PRINCE GEORGE PERSONNEL POLICIES</b>  Prince George, Virginia	<b>POLICY NUMBER: 0.1 THROUGH 0.9</b>	Page 1 of 2
	<b>SUPERSEDES: September 28, 2011</b>	<b>DATE ISSUED: January 9, 2018</b>
<b>SUBJECT:  General Provisions</b>	<b>AUTHORIZATION:</b> Adopted by the Board of Supervisors January 9, 2018, to become effective January 9, 2018	

### **0.1 Accessibility of Manual**

Copies of the Personnel Manual shall be kept in each Department and shall be available for any employee or citizen desiring to review it. A copy of the manual shall also be given to each regular employee and to every new regular employee.

### **0.2 Purpose of These Rules**

This manual sets forth the principles and procedures to be followed by Prince George County in the administration of personnel policies. The objective of these policies is to provide reasonable, fair, and equitable treatment for all County employees and to ensure that the citizens served by the County derive the benefits and advantages which can be expected from a competent staff of County employees.

### **0.3 At-Will Employment**

Nothing in this manual is intended to create or imply a contractual relationship. Either the employee or the County may terminate the relationship at-will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

### **0.4 Positions Covered by These Policies**

These policies shall apply to all positions and offices in the County's Position Classification and Pay Plan unless exempted within the policies.

### **0.5 Amendment and Revision of Policies**

Amendments and revisions of these policies shall be initiated by the County Administrator, with recommendations made to the Board of Supervisors for adoption.

### **0.6 Application of the Policies**

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All positions existing and hereinafter created within the County's service, are placed within the jurisdiction of the County, and shall be subject to the policies and procedures as indicated in this Manual, or as are set forth by action of the Board of Supervisors, including employees of Constitutional Officers as provided for in Memorandums of Understanding between the Constitutional Officers and the County. Some positions, though considered County employees, are subject to state personnel statutes and/or policies enforced by granting agencies. These policies and statutes may conflict with the Prince George County policies included in this manual, and where applicable, will supersede the policies as outlined in this manual.

### **0.7 Implementation**

The responsibility for implementing the provisions of this Manual is hereby vested in the County Administrator, or his/her designee, except as specifically designated within the policies.

### **0.8 Savings Clause**

If any section or part of a section of these policies is held by any Court or legislation to be invalid or unconstitutional, the same shall not invalidate or impair the validity, force and effect of any other section or part of a section of these policies unless it clearly appears that such other section or part of a section is wholly or necessarily dependent for its operation upon a section or part of a section so held invalid or unconstitutional.

### **0.9 Administrative Policies**

Amendments and revisions to these policies shall be initiated by the County Administrator. In order to take effect, amendments and revisions to these policies must be formally approved by the Board of Supervisors.