

COUNTY OF PRINCE GEORGE PERSONNEL POLICIES Prince George, Virginia	POLICY NUMBER: 3.1 THROUGH 3.5	Page 1 of 4
	SUPERSEDES:	DATE ISSUED: January 1, 2006
SUBJECT: Personnel Administration	AUTHORIZATION: Adopted by the Board of Supervisors December 13, 2005; to become effective January 1, 2006	

3.1 Responsibility for Administration

The County Administrator is responsible to the County Board of Supervisors for developing:

1. The classification of all County positions based on duties, authority, and responsibility of each position, with adequate provision for reclassification of any position whenever warranted by changing circumstances.
2. A pay plan for all County positions.
3. Methods for determining the merit and fitness of candidates for appointment, hire, or promotion.
4. The policies and procedures regulating reductions in force and removal of employees.
5. The hours of work, attendance regulations, and provisions for sick and annual leave.
6. The policies and procedures governing persons holding probationary employment.
7. The policies and procedures governing relationships with employee organizations.
8. Policies regarding in-service training programs.
9. Other procedures and practices necessary to the administration of the County personnel system.

3.2 Personnel Records

The purpose of this policy is to establish an official personnel record and to provide a procedure governing the access, dissemination and purging of information contained within this file. The County Administrator or his/her

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designee is responsible to the Board of Supervisors for the maintenance of centralized personnel records.

The official personnel record shall be defined as the employment file containing personal information relevant to the individual's employment which is maintained by Human Resources. The official personnel record shall be the only file which is to be considered official and complete in matters related to wage and salary, employee selection, employee relations and arbitration hearings. Information pertaining to any personnel related aspect of employment (e.g., letters of reprimand, letters of commendation, unemployment compensation requests, etc.) shall be contained within the file. The centralized personnel record should also contain the following:

1. Employment Application
2. Prince George County employment history
3. Employee acknowledgement of policies manual
4. Dental Insurance Forms
5. Hospitalization and Life Insurance forms
6. Performance Evaluations
7. Physical Examination (if required)*
8. Report of Medical History*
9. New employee data record
10. Changes in personnel status
11. Miscellaneous forms/records relating to employee
12. Address and telephone number

**This information will be maintained in accordance with federal and state guidelines.*

The access, dissemination and purging of information contained within the file shall be in accordance with the Privacy Protection Act of 1976, as amended. The following individuals shall be designated as having regular access to the official personnel files:

1. The County Administrator or his/her designee.
2. The members of any Grievance Panel.
3. The Virginia Employment Commission Unemployment Compensation Division.
4. Federal, State or local agencies to create additional personnel records after employment
5. Federal, State or local law enforcement agencies during the investigation of a violation or potential violation of the law.

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The following individuals shall be designated as having regular access to a limited number of the official personnel files:

1. Individual employees or former employees shall have regular access to their own personnel file after having satisfactorily demonstrated their identity.
2. Department Directors and immediate supervisors shall have regular access to the official files of employees under their authority only.

All official personnel files shall be reviewed in the presence of a member of the Human Resources staff. Each personnel file shall contain a written account of inquiries made of the file. It should include the date of inquiry and the name of the inquirer.

There shall be no dissemination of any personal information contained within the official personnel file to any individual *or* organization not having regular access unless a Voluntary Release of Information Form has been completed both by the employee and the requesting individual agency.

3.3 Personnel Changes

Employees must notify their Department Directors whenever any changes are to be made to their personnel records. The Department Director shall forward this information to the Department of Human Resources. This is important to the employee as well as to the County.

Before any change in an employee's status is implemented, the appropriate form must be completed and the required approvals obtained.

3.4 Employee Classification

Employment classifications are based on job assignments and responsibilities. They are used to promote consistency and uniformity. Prince George County has adopted a comprehensive position classification plan and pay schedule which encompasses all full-time regular positions within the County.

The position classification plan groups into classes those positions which are essentially similar in type of work performed, difficulty, and responsibility, so as to warrant being placed in the same pay range. The position classification plan provides a list of job titles, descriptions of the nature and requirements of the work in each class, and the allocation of specific positions to the appropriate classes. The job titles as listed in the classification plan will be used in all personnel records and transactions. It is the duty of the County Administrator to amend the classification specifications when necessary so that specifications for each class will accurately reflect the current duties and

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responsibilities of the position. If a Department Director or individual employee feels that the classification plan is inaccurate or that a position is improperly classified, the problem should be directed to the attention of Human Resources. The Director of Human Resources will review the information and forward to the County Administrator. The County Administrator may then make a further investigation of the matter and take appropriate action.

3.5 Pay Plan

Prince George County has adopted a pay plan wherein jobs are graded and reviewed periodically. (Refer to Prince George County Position Classification and Pay Plan). When an employee is hired by the County he/she should understand that the County agrees to review his/her job and pay status within a classification periodically, subject to the pay plan in effect, years of service, and employee performance. It should further be understood that the date-in-grade may not coincide with the employee's original employment anniversary date because of promotions, transfers, and so on. Hence, the review date may vary from year to year. Further information regarding the pay plan and the employee's status therein may be obtained from the County Administrator's Department.

It is the policy of Prince George County not to make advances on employee pay. The exception would be only for extreme emergencies with prior written approval of the County Administrator or authorized compensated annual leave.