

A Personnel Action Request must be completed for each increase. Forms must be signed by the Department Director or Immediate Supervisor and the Employee and then forwarded to the County Administrator's office for approval and processing.

Departments duplicate and provide a copy of the Performance Appraisal Form to the employee/recipient, maintain a copy for their files and send the originals to the County Administrator or his/her designee's office on or before the next pay period.

The County Administrator, or his designee, reviews all documents for compliance with policy, and forwards the forms to the County's Payroll staff which processes the appropriate increases. Performance increases will be processed effective the beginning of the first pay period in December.

## **5.9 DEDUCTIONS**

The County is required by law to make deductions from an employee's gross pay to cover federal and state income taxes. The County may also make payroll deductions with the written consent of the employee for contributions to deferred compensation plans, flexible spending plans, group life, and health premiums; for the purpose of purchasing US Savings Bonds; and contributions to the United Way; and for other voluntary wage deductions as may be approved by the Board of Supervisors. With the written authorization of the employee, the County may also deduct money owed to the County for such expenses as travel advanced or damage to County property, so long as these authorized deductions to reimburse the County do not decrease the employee's pay below the applicable minimum wage.

## **5.10 DEDUCTIONS ON TERMINATION**

Upon termination of employment, the County, with the written authorization of the employee, shall deduct from the final pay check of any employee any amount owed the County in payment for unearned leave, group insurance, equipment not returned, training received in the prior twelve months, or any other indebtedness to the County. Notwithstanding the foregoing, an employee's final pay check shall be made on or before the date on which the employee would have been paid for such work had the employee's employment not been terminated, and these authorized deductions to reimburse the County shall not decrease the employee's pay below the applicable minimum wage.

## **6 LEAVE**

### **6.1 ANNUAL LEAVE**

#### **A. Accrual**

##### **1. Full-Time Employees**

Each full-time employee, with the exception of Law Enforcement Officers and Firefighters, is entitled to accrue paid annual leave for each completed ~~bi-weekly~~semi-monthly pay period of service, ~~for not more than two pay periods per month~~, according to years of service as follows:

<u>Years of Service</u>	<u>Number of Hours Earned Each Pay Period</u>
0-5 years inclusive	4.0
6-15 years inclusive	6.0
16-20 years inclusive	7.0
20+ years inclusive	8.0

Firefighters and law enforcement officers will accrue paid annual leave during the first 12 of their 13 annual 28-day pay cycles as follows:

<u>Years of Service</u>	<u>Number of Hours Earned Each Pay Cycle</u>
0-5 years inclusive	8.0
6-15 years inclusive	12.0
16-20 years inclusive	14.0
20+ years inclusive	16.0

No leave accrued may be taken until the employee has worked a minimum of 30 days.

The County Administrator is entitled to accrue eight (8.0) hours per ~~bi-weekly~~semi-monthly pay period.

## 2. Part-time and Temporary Employees

Part-time and temporary employees do not accrue annual leave.

### B. Use

Annual leave is intended to be used in the year in which it is earned because its purpose is to contribute to the mental and physical fitness of the employee. However, an employee may carry over from ~~March 31 to April 1~~ from one fiscal year to the next (ending June 30<sup>th</sup>, beginning July 1<sup>st</sup>) each year a maximum of 240 hours annual leave.

Contingent upon working conditions, annual leave may be taken in the amount and time desired by the employee with the approval of the department head or supervisor. Employees must request the use of annual leave as soon as the need for the leave is known; the failure to do so may result in a denial of the requested leave. Should an unknown or emergency situation arise which requires the use of annual leave, an employee is expected to notify the department head or supervisor as soon as possible but no later than the commencement of the shift.



Employee's wishes will be given consideration in the use of annual leave. Except for special circumstances approved by the County Administrator, only five consecutive work days of annual leave may be taken at a time. When a holiday falls within a period of annual leave, it shall not be counted in computing the work days. In all cases, department heads and supervisors should manage their employee's annual leave scheduling such that the department's operation is not hindered when employees are absent.

C. Payment at Termination or Death

Subject to the provisions of [§4.10](#) herein, employees shall be compensated for up to 240 hours maximum of all accumulated annual leave upon termination of employment at the rate of 100% of the average hourly rate of pay at time of termination. If death is the cause of termination, the employee's estate shall be entitled to payment of the unused balance of annual leave, up to a maximum of 240 hours.

## 6.2 SICK LEAVE – FOR EMPLOYEES COVERED UNDER VRS PLAN 1 AND VRS PLAN 2

A. Accrual

1. Full-Time Employees

Paid sick leave will be accrued at the rate of 4 hours for each completed ~~bi-weekly~~semi-monthly pay period, ~~for not more than two pay periods per month of employment~~ for all employees except firefighters and law enforcement officers. Firefighters and law enforcement officers will accrue 8 hours of paid sick leave for the first 12 of the 13 annual 28-day pay cycles. There is no limit to the amount of sick leave that employees may accumulate.

2. Part-Time and Temporary Employees

Part-time and temporary employees do not earn any paid sick leave.

B. Use

Paid sick leave is not a privilege to be used at an employee's discretion, but is allowed for the following reasons:

1. Personal illness or physical incapacity which results in the employee's inability to perform work duties;
2. Family and Medical Leave

3. Illness or injury of a spouse or child that is not covered under Family and Medical Leave and requires the employee to provide assistance and/or care; and
4. Appointments for examination and treatment related to health when such an appointment cannot be scheduled during non-work hours.

Sick leave is accrued per ~~bi-weekly~~ semi-monthly pay period (with the exception of firefighters and law enforcement officers who accrue leave during the first 12 of the 13 annual 28-day pay cycles) and sick leave cannot be used before it is accrued. To use accrued paid sick leave, an employee must notify the supervisor or the County Administrator as soon as the need for the leave is known; the failure to do so may result in a denial of the requested leave. Should an unknown emergency situation arise which requires the use of sick leave, an employee is expected to notify the department head or supervisor as soon as possible but no later than the commencement of the shift.

If the absence is for more than three consecutive days or if the employee has had a pattern of recurring unscheduled absences, the employee may be required to submit a physician's statement providing the medical reasons for the sick leave and the reasons why the employee was unable to report to work.

C. Unpaid Leaves of Absence

An employee who is on unpaid leave of absence for ten or more work days (or on ~~80~~ 80 hours of intermittent unpaid leave) per calendar month shall not accrue any ~~paid annual~~ leave for the pay periods that fall in that calendar month. A firefighter or law enforcement officer who is on unpaid leave of absence for five or more shifts (or 120 hours of intermittent unpaid leave) per 28-day pay cycle shall not accrue any ~~paid annual~~ leave for that 28-day pay cycle.

D. Payment at Termination or Death

Employees with less than five (5) years of service and employees who have been terminated for cause shall not be entitled to any compensation for accrued sick leave upon termination. Employees who retire or resign with adequate notice and who have more than five (5) years of service shall be paid for accumulated sick leave at the rate of 50% of the average hourly rate of pay or \$5000 whichever is less.

### 6.3 SICK LEAVE – FOR EMPLOYEES COVERED UNDER VRS HYBRID PLAN

A. Accrual

1. Full-Time Employees



## 7. HOURS OF WORK, COMPENSATION, AND OVERTIME

### 7.1 NORMAL HOURS OF WORK

The County offices are open for public business from 8:00 a.m. to 5:00 p.m., Monday through Friday, unless established otherwise. All employees are expected to adhere to the established business hours of the County.

Employees are provided an hour break for lunch; such break is not counted as hours worked. The hours during which the lunch break may be taken shall be determined by, and reflect the requirements of each office or function in the County.

An employee is not to deviate from scheduled work hours without the prior authorization of the supervisor. General or blanket authorization that provides unlimited work options to an employee is not valid.

### 7.2 HOLIDAYS

A. The following holidays will be observed each year.

New Year's Day	December 31 and January 1
<del>Lee Jackson Day</del>	<del>Friday preceding King Day</del>
King Day	Third Monday in January
President's Day	Third Monday in February
Employee Appreciation	Friday before Easter
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day	Second Monday in October
<del>Election Day</del>	<del>Tuesday after First Monday in November</del>
Veteran's Day	November 11
Thanksgiving	Fourth Thursday and Friday in November
Christmas	December 24 and 25

If a holiday falls on a Saturday, the preceding Friday shall be observed in lieu thereof. If a holiday falls on Sunday, the following Monday shall be observed in lieu thereof. Holidays falling during a period of vacation or sick leave will not be charged against either category.

B. Other Holidays

In the event the Governor of the Commonwealth of Virginia grants additional holidays, then those days will also be observed as holidays. Employees may be entitled to other days designated as holidays by the Board of Supervisors.

C. Required Work on a Holiday

When a full-time employee (who does not work a special schedule that normally includes work on a holiday) is required to work on one of the designated holidays, the employee shall earn holiday leave. Eight hours of holiday leave per paid holiday, or as otherwise granted, will be accrued by Firefighter/EMT's and Law Enforcement Officers whose work schedules do not include scheduled days off for holidays. Holiday leave is intended to be used in the year in which it is earned because its purpose is to contribute to the mental and physical fitness of the employee. However, an employee may carry over into the next fiscal year (July 1 through June 30) a maximum of 40 hours holiday leave. (See [Section 7.4](#)) Part-time hourly employees required to work on a holiday will be paid their regular day's pay on those holidays worked. The County will seek to develop an equitable process to rotate duty assignments among essential employees to cover holiday work schedules.

### 7.3 COMPENSATION

Full-time non-exempt employees receive a salary for and are expected to work a minimum of forty (40) hours per week. Fire and Rescue professionals receive a salary for (212) hours of work per 28-day cycle and are expected to adhere to fluctuating schedules that are established to meet the emergency needs of the County. Exempt employees receive a salary for however many hours of work are required to perform their job responsibilities.

A person hired into a position must be paid a salary within the established pay scale for that position. Depending on experience, qualifications, market conditions, job market availability, and the employee's prior salary history, placement on the pay scale is at the discretion of the County Administrator.

### 7.4 HOLIDAY LEAVE/COMPENSATORY TIME (STRAIGHT/NON-OVERTIME)

Holiday leave is earned on an hour for hour basis. Holiday leave is granted to non-exempt employees who are required to work on a holiday. Firefighter/EMT's and Law Enforcement Officers whose work schedules do not include scheduled days off for holidays, shall earn Holiday Leave based as 8 hours per holiday or as otherwise granted. Straight (non-overtime) Compensatory Time is granted to non-exempt employees or who are required to work additional hours during a week when they are on paid leave and the additional hours worked do not count as overtime hours.



In addition, the County Administrator may, from time-to-time, authorize holiday leave for exempt employees who are not eligible for compensatory time under the Fair Labor Standards Act (See Section 7.4). Such leave shall be given at the discretion of the County Administrator when an exempt employee is asked to work on a special assignment or to work extraordinary hours.

Employees shall be compensated for up to a maximum of 40 hours of accumulated holiday leave upon termination of employment at the rate of 100% of the average hourly rate of pay at time of termination

## **7.5 COMPENSATORY TIME/OVERTIME COMPENSATION**

Non-exempt employees are entitled to overtime compensation for each hour that they work over forty (40) in a seven day work period (firefighters and law enforcement personnel fall within the “7k” exemption to this rule and are entitled to overtime compensation pursuant to that exemption). Except as provided in VA Code § 9.1-700 et seq., paid time off does not count as hours worked for the purposes of calculating overtime.

The County provides compensatory time in lieu of cash overtime for employees who agree to accept compensatory time. Accordingly, non-exempt hourly and salaried employees who actually work over forty (40) hours in a work week will receive compensatory time or cash at a rate of 1.5 hours for each hour, or part thereof, worked in excess of 40 hours. An employee may never accumulate more than 240 hours (480 if a firefighter or law enforcement employee) and may use the compensatory leave earned for any purpose with permission of the supervisor. For those employees who receive a salary for hours in excess of forty per week period, overtime compensation will be paid at the rate of 1.5 for each hour worked, but the salary payments already received will offset the full payment of 1.5 hours (e.g. if the employee is already receiving straight time compensation in the form of a salary for the hours worked between 40 and 48, the employee will only receive an additional compensation ½ time for these hours).

The County may, at its sole discretion, compensate for overtime hours solely with cash overtime rather than compensatory time and may cash out compensatory time at its discretion. A supervisor may adjust an employee’s schedule in order to avoid overtime hours being worked during any seven day work period; such an adjustment in schedule may be without advance notice. If an employee is required by circumstances outside his or her control to work additional hours on any day, the employee is expected to notify the supervisor immediately the following work day. Such unauthorized overtime may be subject to disciplinary action.

Employees are not expected to work overtime hours and shall not work such hours without the written authorization of the department head. When prior written approval is not practicable, the department head may verbally approve overtime and reduce the



approval to writing at the earliest opportunity. Written approval for overtime will be retained in the employees pay records.

Except as expressly authorized by the County Administrator in writing, employees shall not be permitted to accumulate more than 40 hours of compensatory time (480 for firefighters and law enforcement officers). Thereafter, all overtime will be compensated as cash overtime. An employee will be compensated for all unused compensatory time upon termination. The county at any time, at its sole discretion, may cash out accumulated compensatory time. The rate paid for such unused compensatory time will be at the employee's average hourly rate of pay at the time, or the average of the past three years of hourly pay, whichever is higher.

Should a non-exempt employee move into an exempt position, then any compensatory time balance will be paid out prior to the employee moving into the exempt position.

## **7.6 TIME SHEETS**

Every employee is to keep a record of the hours worked on a work-week basis. Salaried exempt, wage and non-exempt salaried employees are required to submit their ~~bi-weekly~~semi-monthly time sheets at the end of the pay period as designated by the County Administrator and Finance/Payroll Department. The accuracy of the time sheets is the responsibility of each employee. The County will provide forms to be used for time keeping. Time sheets that show annual, sick, or compensatory time used, or time sheets that show compensatory time accrued will be filed with the Finance/Payroll Office.

## **8. EMPLOYEE BENEFITS**

### **8.1 GROUP LIFE INSURANCE**

Life insurance is mandatory for all full-time employees and is governed by VRS. The amount paid by both the employer and the employee is based on the rates set by VRS. Optional life insurance is available through VRS. Anyone wishing information concerning optional life insurance needs to contact the HR Director or the County Administrator.

### **8.2 HEALTH PLAN COVERAGE**

The County offers optional health plan benefits to qualified employees. The plan may be amended by the Board of Supervisors when deemed appropriate. The pro-rata contribution rates of the County and the employees, if any, shall be established annually and provided to the employee during the open enrollment period. Summary plan descriptions are available to employees upon request or during open enrollment.